



BRUSHFORD PARISH COUNCIL

**MINUTES OF THE VIRTUAL MEETING OF THE BRUSHFORD PARISH COUNCIL
HELD VIA ZOOM ON THURSDAY, APRIL 22ND., 2021**

21/001 PARTICIPATING COUNCILLORS

The following took part in the Zoom meeting

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

In Attendance : Councillor N Thwaites

Clerk : C Knight

21/002 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Aldridge.

21/003 DECLARATIONS OF INTEREST

There were no declarations of interest made.

21/004 DEFERMENT OF BUSINESS

There were no matters under this heading.

22/005 DECEMBER MINUTES

The minutes the virtual meeting held on March 9th were approved.

21/006 FINANCIAL REPORT**21/006/01 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	
		Total Staff Wages and Administration	£424.73	£2.50	£427.23	NATWEST 000617
Mr P Takel		2 cuts @ £35, 2 x Maint @ £10, Remove & Dispose Tractor @ £50	£210.00		£210.00	NATWEST 000618
Somerset W & T Council		Play Area Rent	£25.00		£25.00	NATWEST 000619
TOTAL			£659.73	£2.50	£662.23	

21/006/02 YEAR END ACCOUNTS

The clerk presented the year end accounts for approval by council prior to the annual audit by Amherst and Shapland as follows:

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	£427.23	£427.23	£0.00	£854.46	£427.23	£427.23	£0.00	£854.46	£427.23	£5,126.76
MAINTENANCE	£160.00	£160.00	£160.00	£240.00	£360.00	£160.00	£150.00		£100.00			£25.00	£1,515.00
GRANTS	£750.00												£750.00
SUBSCRIPTIONS				£150.73									£150.73
INSURANCE		£378.61											£378.61
BRUSHFORD PARISH POST													£0.00
WEB SITE	£75.00								£135.00				£210.00
MISC EXPENSE		£100.00				£355.86		£40.00				£135.07	£630.93
RENT			£25.00										£25.00
DEFIBBRILATOR													£0.00
J GARDENS REFURB													£0.00
TOTAL OTHER COSTS	£985.00	£638.61	£185.00	£390.73	£360.00	£515.86	£150.00	£40.00	£235.00	£0.00	£0.00	£160.07	£3,660.27
TOTAL	£1,412.23	£1,065.84	£612.23	£817.96	£787.23	£515.86	£1,004.46	£467.23	£662.23	£0.00	£854.46	£587.30	£8,787.03

BANK RECONCILIATION

Closing Balance as at April 1st., 2021	£21,893.06
Uncleared cheque No. 000615 of 09/03/21 to Mr P Take	£ <u>25.00</u>
YEAR END BALANCE	<u>£21,868.06</u>

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

21/007 PLANNING APPLICATIONS AND APPROVALS

21/007/01 /04/21/005 on Land at Allshire : Agricultural Storage Building

This application was approved and there were no additional comments

21/007/02 3/04/21/006 on Land at All-shire : Livestock Building

This application was approved and there were no additional comments

21/007/03 3/04/21/007 on Burston View, Brushford

This application was approved and there were no additional comments

Clerk to advise Somerset West & Taunton accordingly.

21/008 PARISH FLOOD PLAN

Councillor Albery reported progress on this initiative to council. Questionnaires are to be sent out to councillors shortly, on return of which the report will be published.

Councillor Prouse thanked councillor Albery for his hard work on this matter.

21/009 PARISH WELFARE

21/009/01 JUBILEE GARDENS REFURBISHMENT

Councillor Takel reported that the tractor play item had been removed and the overgrown tree roots had been covered with wood chipping.

Councillor Sandiford reported that the overwhelming preference for new equipment was the provision of swings (for all ages). A quote will be secured from Nigel Paine, failing which, offerings from South West Play will be sought.

21/010 REPORTS FROM COUNCILLORS

Councillor Nicholson reported that the two Unitary Authority bids from One Somerset and Stronger Somerset were now with the Secretary of State.

21/011 DATE OF NEXT MEETING

Given the end of remote meetings by May 6th., and the non availability of physical meetings until later in the month, it was agreed that the next meeting will take place remotely on Tuesday, May 4th., preceded by the Annual Parish Meeting.

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Chair



BRUSHFORD PARISH COUNCIL

MINUTES OF THE VIRTUAL ANNUAL MEETING OF THE BRUSHFORD PARISH COUNCIL HELD VIA ZOOM ON TUESDAY MAY 4TH., 2021

21/012 PARTICIPATING COUNCILLORS

The following took part in the Zoom meeting

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mr D Garth, Mrs J Aldridge, Mr H Albery
In Attendance : Councillor N Thwaites
Clerk : C Knight

21/013 APOLOGIES FOR ABSENCE

No apologies for absence were received

21/014 DECLARATIONS OF INTEREST

There were no declarations of interest made.

21/015 DEFERMENT OF BUSINESS

There were no matters under this heading.

21/016 CHAIRMANS REPORT

This year has been very difficult and challenging for all of us. I am yet to hear of one person who hasn't been affected in by the Pandemic.

The Parish Council has still been meeting, which has been challenging. I had never heard of Zoom before, but we have been regularly holding our meetings via the internet. I would like to thank all the Parish Councillors and especially Clive for their commitment for persevering with the Zoom meetings!

I hope that we have still been able to offer the Parish a voice and as always welcome you all to contact us if we are needed.

21/017 ELECTION OF OFFICERS

The following appointments were elected:

Chair :	Mr N Prouse
Vice Chair :	Mrs F Takel
Highways Warden:	Mrs F Takel
Paths & Bridleways Officer :	Mr H Albery
Exmoor Panel Attendee :	Mr C Knight

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Chair



BRUSHFORD PARISH COUNCIL**MINUTES OF THE VIRTUAL MEETING OF THE BRUSHFORD PARISH COUNCIL
HELD VIA ZOOM ON TUESDAY MAY 4TH., 2021****21/019 PARTICIPATING COUNCILLORS**

The following took part in the Zoom meeting

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

In Attendance : Councillor N Thwaites

Clerk : C Knight

21/020 APOLOGIES FOR ABSENCE

No apologies for absence were received

21/021 DECLARATIONS OF INTEREST

There were no declarations of interest made.

21/022 DEFERMENT OF BUSINESS

There were no matters under this heading.

21/023 APRIL MINUTES

The minutes the virtual meeting held on April 22nd were approved.

21/024 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	
		Total Staff Wages and Administration	£424.73	£2.50	£427.23	NATWEST 000617
Mr P Takel		2 cuts @ £35, 2 x Maint @ £10, Remove & Dispose Tractor @ £50	£210.00		£210.00	NATWEST 000618
Somerset W & T Council		Play Area Rent	£25.00		£25.00	NATWEST 000619
TOTAL			£659.73	£2.50	£662.23	

21/025 VILLAGE WELFARE

21/025/01 Flood Plan

Councillor Albery requested feedback from councillors on his emailed flood plan.

It was agreed that SCC Highways would be contacted with a view to securing "Road Close" signs to be placed at the Round House, Exebridge and at Riphay Corner in the event of flooding.

21/025/02 Jubilee Gardens

Councillor Albery stated that the quote for a swing was still awaited.

21/026 PATHWAYS

Councillor Sandiford reported that a public footpath has been obstructed by the adjacent landowner to discourage usership.

It was agreed that the veracity of the landowner would be tested prior to sending a formal letter.

21/027 REPORTS FROM COUNCILLORS

Councillor Thwaites reported that the two proposals for a Unitary Authority were currently with the Secretary of State for a decision.

Questions have apparently been raised as to the costs of this operation and it was noted that the Stronger Somerset faction was organising a public poll.

21/027 DATE OF NEXT MEETING

The date of the next meeting was agreed to be June 22nd., subject to the lifting of Covid restrictions.

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Chair



BRUSHFORD PARISH COUNCIL

IN THE ABSENCE OF A MEETING AS A RESULT OF EXTENDED COVID RESTRICTIONS,

THERE WAS NO PARISH COUNCIL MEETING HELD IN JUNE 2021.

THE FOLLOWING DECISIONS WERE MADE VIA EMAIL DURING THE MONTH

21/028 PARISH COUNCIL INSURANCE

It was agreed that the quotation received from Came and Company which covered three insurance companies should be accepted and that the three year lock on charges would be taken up.

21/028 PAYMENT AUTHORISATION

The following payments were approved:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Came and Company		Annual Insurance	£478.28		£478.28	NATWEST 000623
Amherst & Shapland		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Total Staff Wages and Administration	£424.73	£2.50	£427.23	NATWEST 000624
Mr P Takel		3 cuts @ £70, 3 x Maint @ £10,	£240.00		£240.00	NATWEST 000625
TOTAL			£1,143.01	£2.50	£1,145.51	

21/028 DATE OF NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, July 20th in the Parish Hall, subject to Governmental Cover Restrictions

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Chair



BRUSHFORD PARISH COUNCIL

**MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL
HELD ON TUESDAY JULY 20TH., 2021**

21/029 PRESENT

The following took part in the meeting

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mrs J Aldridge, Mr H Albery

In Attendance : Councillor F Nicholson

21/030 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Garth and N Thwaites and the clerk, C Knight

21/031 DECLARATIONS OF INTEREST

There were no declarations of interest made.

21/032 DEFERMENT OF BUSINESS

Councillor Nicholson advised the council as follows:

- The parish churchyard was on the verge of being filled, with only 15 spaces now left. Discussion for a move is being held by the church council.
- The PCC would welcome a grant from the parish council. It was agreed that the matter would be added to the next meeting's agenda
- A new vicar has been appointed and was expected to arrive in October

21/033 APPROVAL OF MINUTES

The meeting approved the minutes of (virtual) meetings held in May and June : proposed by Councillor Nicholson and seconded by Councillor Cookson

21/034 PAYMENT AUTHORISATION

The following payments were approved and cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Amherst & Shapland		2021 Audit Fees	£120.00	£24.00	£144.00	NATWEST 000626
Amherst & Shapland		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Total Staff Wages and Administration	£424.73	£2.50	£427.23	NATWEST 000627
Mr P Takel		2 x cuts @£70, 2 x maintenance @ £10	£160.00		£160.00	NATWEST 000628
Exmoor Creative		Website Support	£60.00		£60.00	NATWEST 000629
SALC		Annual Fees	£156.71		£156.71	NATWEST 000630
TOTAL			£921.44	£26.50	£947.94	

21/035 PARISH WELFARE

21/035/01 Jubilee Gardens Refurbishment

Following discussion, it was agreed that parishioners would be asked for their requirements via a notice in the September edition of the Brushford Parish Post. The inclusion of a request for contact details of participating members of the public would be made.

21/035/02 Flood Plan

Councillor Albery confirmed that the plan was still in preparation.

21/035/03 First Aid Courses

The meeting decided that a renewal of First Aid certification was no longer required for defib responders as the equipment was automatic.
A general first aid course will be discussed at the next meeting.

21/036 PARISH MAINTENANCE**21/036/01 Old Phone Box**

The meeting agreed to rest the phone box in Jubilee Gardens.

Councillor Prouse is to enlist the help of Kings to assist in the move and consideration of a new concrete base is to be examined

21/036/02 Flower Tubs

A new member of the parish hall committee has asked for help in the maintenance of those tubs at the parish hall. Councillor Albery will ask them to attend the next PC Meeting to discuss.

21/036/03 Dog Fouling

Linda London has brought the matter of increased dog fouling to the attention of the council. This is to be included in the next parish post publication.

21/037 FINANCIAL MATTERS**21/037/01 Parish Council Computer**

The clerk has reported that his personal iMac, used for council business for the past 10 years is coming to the end of its useful life.

It was agreed that new MacBook Air would be purchased at a cost of £999.00, in order that the same Apple applications would be transferrable. Clerk to action.

21/037/02 Banking Arrangements

With increasing demand for payments to be made electronically (rather than cheques), it was proposed that the council should move to online banking. Clerk is to discuss with Natwest and to review financial arrangements for approval by council which will need to include new checks and balances.

31/038 REPORTS FROM COUNCILLORS

Councillor Nicholson reported as follows:

Unitary Authority

The decision on Unitary Authority is imminent.

Highways

A recent panel meeting had discussed the impact of a Unitary Authority on local management of highways matters, given the particular weather conditions on Exmoor. A pilot scheme involving Porlock/Dulverton/Brushford has been proposed in order to ensure that local needs are met and it was noted that parish/town councils will become more involved in future discussions, given the absence of a district council when the Unitary Authority comes in to place.

31/039 DATE OF NEXT MEETING

The next parish council meeting will be held on Tuesday, August 0th at 6.30pm in the Parish Hall.

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Chair 10/08/21



BRUSHFORD PARISH COUNCIL

MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY AUGUST 10TH., 2021

21/040 PRESENT

The following took part in the meeting

Parish Councillors: Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mrs J Aldridge, Mr H Albery

In Attendance : Councillor F Nicholson

21/041 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Garth and N Thwaites.

21/042 DECLARATIONS OF INTEREST

There were no declarations of interest made.

21/043 DEFERMENT OF BUSINESS

Mr Colin McDonald of Middlemarch Community-led Housing attended the meeting to deliver a presentation on the broad outlines of how Community-led Housing Trusts operate.

Following discussion, the presentation gave rise to thought on how such an arrangement might be of use to the parish, which will be the subject of further discussion at a later date.

21/044 APPROVAL OF MINUTES

The meeting approved the minutes of the meeting held in July. Proposed by Councillor Cookson and seconded by Councillor Takel.

21/045 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	
		Total Staff Wages and Administration	£424.73	£2.50	£427.23	NATWEST 000631
Mr P Takel		2 x cuts @£70, 2 x maintenance @ £10	£160.00		£160.00	NATWEST 000632
TOTAL			£584.73	£2.50	£587.23	

21/046 GRANT FUNDING

The meeting discussed the requirements of the Brushford PCC, bearing in mind that there was no grant funding provided last year.

It was agreed that the parish council would provide a grant of £750 in support of the maintenance of church grounds.

21/047 PARISH MAINTENANCE**21/047/01 Jubilee Gardens Play Area**

Councillor Takel reported that Mrs Alison Hayes had kindly offered to co-ordinate with parents in the village as to their requirements of play equipment and will act as the contact for such discussions in the future.

The primary requirement is for a new swing and the provision of goalposts, which the council agreed could be purchased. Clerk to pursue.

The meeting noted that the waste bin in J Gardens had been moved to the children’s bus stop and that a new bin is therefore required. Clerk to pursue.

21/047/02 Phone Box

It was agreed that given the pressure of other work, the removal of the phone box would be delayed until the autumn. A hole is to be dug a fortnight prior to removal.

21/047/03 Flower Tubs

This matter is to be delayed until the next meeting when it is envisaged that members of the new parish hall committee would be in attendance.

21/048 PARISH WELFARE

21/048/01 First Aid Course

It was agreed that a first aid course would be held later in the year. dependent upon the availability of Gavin Smart, the trainer. Clerk to coordinate.

21/049 REPORTS FROM COUNCILLORS

Councillor Nicholson reported that the One Somerset proposal for a Unitary Authority in Somerset had been approved by central government. This change will enhance the need for Local Government Networks within the national park, specifically for Highways coordination, given the specific winter requirements. More of this will evolve over time.

21/050 DATE OF NEXT MEETING

It was agreed that the next parish council meeting would be on Tuesday, September 14th at 6.30pm in the parish hall.

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N Prouse, Chair



BRUSHFORD PARISH COUNCIL

MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY SEPTEMBER 14TH., 2021

21/051 PRESENT

The following took part in the meeting

Parish Councillors:

Councillors Mr N Prouse, Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mrs J Aldridge, Mr H Albery

In Attendance :

Councillors F Nicholson and N Thwaites

21/052 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Garth.

21/053 DECLARATIONS OF INTEREST

There were no declarations of interest made.

21/054 DEFERMENT OF BUSINESS

There were no matters under this heading.

21/055 APPROVAL OF MINUTES

The meeting approved the minutes of the meeting held in August. Proposed by Councillor Cookson and seconded by Councillor Takel.

21/056 PFINANCIAL REPORT**21/056/01 Payment Authorisation**

The following payments were approved and cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
Southwest Play		New Swing for J Gardens play area	£3,561.17	£712.24	£4,273.41	NATWEST 000633
id Verde		New bin and contract for J Gardens	£355.40	£71.08	£426.48	NATWEST 000634
Amherst & Shapland		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		Underpayment in July	£2.50		£2.50	
		Total Staff Wages and Administration	£427.23	£2.50	£429.73	NATWEST 000635
Mr P Takel		Hedge cutting (x 4) Mowing (see attached)	£400.00		£400.00	NATWEST 000636
Brushford PCC		Grant funding	£750.00		£750.00	NATWEST 000637
C Knight		May-September expense	£1006.84	£199.34	£1206.18	NATWEST 000638
TOTAL			£6,500.64	£985.16	£7,485.80	

21/056/02 Online Banking

Clerk presented a draft letter to Natwest Bank requesting a move to online banking. This was signed by the three councils authorised signatories, Councillors Prouse, Takel and Sandiford. This will be forwarded to Natwest.

21/057 SECTION 106 FUNDING

The meeting noted that £10,000 has become available to the parish in payment of 106 Funding following the completion of two new homes next to Orchard Cottage in the village. It was identified two projects that might benefit from this funding, namely St Nicholas Church and the Village Centre Project. The following points were then made on these two options:

St Nicholas Church

Councillor Nicholson, as Chair of the Brushford PCC, noted that although the church was in need of funding for repairs, the over-riding need of the PCC is that the churchyard is approaching full capacity and that a new churchyard will become an over-riding necessity. It was noted that there are only a dozen or so spaces now left in the churchyard. It was noted that any prospective land should provide easy public access, proximity to the church and that it should be free from any potential river egress.

Village Centre Project

The concept of a village centre facility to provide shelter for children awaiting the morning school bus and a resting and information point for walkers has not been pursued due to the lack of funding. Clerk to circulate the original concept to councillors.

Following discussion, it was agreed that these two projects should become the focus of future action, to be discussed at the next meeting.

21/058 PLANNING APPLICATIONS

21/058/01 Application Ref 3/04/21/010 on The Station Masters House

This application was viewed and there were no objections made.

21/059 REPORTS FROM COUNCILLORS

Councillor Nicholson reported as follows:

Work on the development of Local Community Networks in the Exmoor area is ongoing, focussing primarily on Highways, given the particular needs for highways work on the moor. This is to be reviewed at the next Exmoor Panel meeting.

With the advent of a Unitary Authority, it is anticipated that there will be changes to the current Ward Boundaries.

21/060 DATE OF NEXT MEETING

The date of the next meeting is to be Tuesday, October 12th at 6.30pm in the Parish Hall.

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N Prouse, Chair