



## **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	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000617</b>
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
<b>TOTAL</b>			<b>£659.73</b>	<b>£2.50</b>	<b>£662.23</b>	

**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 Expense

ANNUAL EXPENSE	YTD	%
<b>STAFF COSTS</b>	<b>£5,126.76</b>	<b>58.34%</b>
MAINTENANCE	£1,515.00	17.24%
GRANTS	£750.00	8.54%
SUBSCRIPTIONS	£150.73	1.72%
INSURANCE	£378.61	4.31%
BRUSHFORD PARISH POST	£0.00	0.00%
ADVERTISING/WEB	£210.00	2.39%
MISC EXPENSE	£630.93	7.18%
RENT	£25.00	0.28%
DEFIBRILLATOR	£0.00	0.00%
<b>TOTAL OTHER COSTS</b>	<b>£3,660.27</b>	<b>41.66%</b>
<b>TOTAL</b>	<b>£8,787.03</b>	<b>100.00%</b>

### Annual Income

DATE	DEBTOR	AMOUNT	CUMULATIVE
<b>1st April 2020</b>	<b>Brought forward from 2018/19</b>	<b>£9,654.09</b>	<b>£9,654.09</b>
9th April 2020	Precept Part 1 BACS Payment	<b>£10,500.00</b>	<b>£20,154.09</b>
<b>1st Sept 2020</b>	201921 Cheque uncleared	<b>£1.00</b>	<b>£20,155.09</b>
16th Sept 2020	Precept Part 2 BACS Payment	<b>£10,500.00</b>	<b>£30,655.09</b>
	<b>LESS TOTAL EXPENSE</b>	<b>(£8,787.03)</b>	
	<b>BALANCE CARRIED FWD</b>	<b>£21,868.06</b>	<b>£21,868.06</b>

### Annual Expenditure by Month

MONTHLY EXPENSE	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
<b>STAFF COSTS</b>	£427.23	£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
<b>TOTAL OTHER COSTS</b>	<b>£985.00</b>	<b>£638.61</b>	<b>£185.00</b>	<b>£390.73</b>	<b>£360.00</b>	<b>£515.86</b>	<b>£150.00</b>	<b>£40.00</b>	<b>£235.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£160.07</b>	<b>£3,660.27</b>
<b>TOTAL</b>	<b>£1,412.23</b>	<b>£1,065.84</b>	<b>£612.23</b>	<b>£817.96</b>	<b>£787.23</b>	<b>£515.86</b>	<b>£1,004.46</b>	<b>£467.23</b>	<b>£662.23</b>	<b>£0.00</b>	<b>£854.46</b>	<b>£587.30</b>	<b>£8,787.03</b>

### 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>
<b>YEAR END BALANCE</b>	<b><u>£21,868.06</u></b>

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
<b>Amherst &amp; Shapland</b>		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000617</b>
<b>Mr P Takel</b>		<b>2 cuts @ £35, 2 x Maint @ £10, Remove &amp; Dispose Tractor @ £50</b>	<b>£210.00</b>		<b>£210.00</b>	<b>NATWEST 000618</b>
<b>Somerset W &amp; T Council</b>		<b>Play Area Rent</b>	<b>£25.00</b>		<b>£25.00</b>	<b>NATWEST 000619</b>
<b>TOTAL</b>			<b>£659.73</b>	<b>£2.50</b>	<b>£662.23</b>	

#### 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:

<b>PAYEE</b>	<b>INVOICE NO.</b>	<b>EXPENSE</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>	<b>CHEQUE NUMBER</b>
<b>Came and Company</b>		Annual Insurance	£478.28		£478.28	<b>NATWEST 000623</b>
<b>Amherst &amp; Shapland</b>		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
		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
<b>TOTAL</b>			<b>£1,143.01</b>	<b>£2.50</b>	<b>£1,145.51</b>	

#### 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	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000627</b>
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
<b>TOTAL</b>			<b>£921.44</b>	<b>£26.50</b>	<b>£947.94</b>	

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

**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	
		<b>Total Staff Wages and Administration</b>	<b>£427.23</b>	<b>£2.50</b>	<b>£429.73</b>	<b>NATWEST 000635</b>
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
<b>TOTAL</b>			<b>£6,500.64</b>	<b>£985.16</b>	<b>£7,485.80</b>	

**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 councillors 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



**BRUSHFORD PARISH COUNCIL**

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

**21/061 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



**21/062 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Garth

**21/063 DECLARATIONS OF INTEREST**

There were no declarations of interest

**21/064 DEFERMENT OF BUSINESS**

There were no matters under this heading.

**21/065 APPROVAL OF MINUTES**

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

**21/066 FINANCIAL REPORT****21/066/01 Payment Authorisation**

The following payments were approved and cheques signed:

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
<b>Amherst &amp; Shapland</b>		Staff Wages	£412.23		£412.23	
		Amherst & Shapland monthly fee	£12.50	£2.50	£15.00	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000639</b>
<b>Mr P Takel</b>		<b>2 x cuts @£70, 2 x strips @ £10</b>	<b>£160.00</b>		<b>£160.00</b>	<b>NATWEST 000640</b>
<b>St Johns Ambulance Supplies</b>		<b>Replacement IED pads (£154.80) and batteries (£23.16)</b>	<b>£148.30</b>	<b>£29.66</b>	<b>£177.96</b>	<b>NATWEST 000641</b>

PAYEE	INVOICE NO.	EXPENSE	NET	VAT	GROSS	CHEQUE NUMBER
<b>TOTAL</b>			<b>£733.03</b>	<b>£32.16</b>	<b>£765.19</b>	

#### **21/066/02 Internet Banking**

Clerk reported that there had been no response from Natwest to our recent request to move to internet banking. Clerk to pursue.

#### **21/067 CLERK VACANCY**

Clerk reported that, to date, there has been no response to the advertisements for the post on village noticeboards and the council's website.

#### **21/068 106 FUNDING PROVISION**

The meeting discussed the availability of 106 funding, following the building of two properties near Orchard Cottages. It was agreed that the first steps should be taken to apply for the available funds.

#### **21/069 PARISH WELFARE**

##### **21/069/01 Jubilee Gardens Refurb**

It was agreed that the news of the new goal posts and swing should be announced through the next edition of the Parish Post.

#### **21/070 PARISH MAINTENANCE**

##### **21/070/01 Phone Box**

This matter was discussed by the meeting. Suggestions were made that it may be better to position the phone box within the confines of the parish hall, rather than in the proposed new village centre project site.

It was agreed that the parish hall committee should be approached.

##### **21/070/02 Village Centre Project**

It was agreed that the costs of removing the two trees onsite should be the subject of a formal quotation.

Councillors are to consider other matters in regard to this project and it is to be discussed again at the next parish council meeting.

#### **21/071 PLANNING APPLICATIONS FOR CONSIDERATION**

##### **21/071/01 T/04/21/001 Ashcombe, 8 Brushford - Tree Surgery**

The meeting approved this application.

#### **21/072 PATHS AND BRIDLEWAYS**

It was agreed that Mr Eales of ENPA should be approached in regard to the damage to the footbridge and gate at Bere.

#### **21/073 REPORTS FROM COUNCILLORS**

##### **21/073/01 Councillor Nicholson**

Councillor Nicholson appraised the meeting of the following:

- There is no news yet of boundary revision or local election dates in the light of the move to a Unitary Authority.
- A Highways Local Area Network is being trialled via the Exmoor Panel. Future meetings with SCC will be arranged to discuss the implications of Local Area Networks.
- Road safety was discussed in the light of the recent fatal accident in Exford. It was agreed that no special traffic measures would be necessary for Brushford.

##### **21/073/02 Councillor Thwaites**

Councillor Thwaites noted the recent email on Local Area Networks.

#### **21/074 DATE OF NEXT MEETING**

It was agreed that the next meeting would take place on Tuesday, November 9th at 6.30pm in the parish hall.

.....

N Prouse, Chair



## **BRUSHFORD PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY NOVEMBER 9TH., 2021**

#### **21/075 PRESENT**

The following took part in the meeting

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

#### **21/076 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Prouse Thwaites and Nicholson

#### **21/077 DECLARATIONS OF INTEREST**

There were no declarations of interest

#### **21/078 DEFERMENT OF BUSINESS**

Mr Drew, of Station Road, Brushford attended the meeting to highlight the speeding along the B3222 (Station Road). He stated that as his property and two others along Station Road have driveways that open straight onto the main road, there is only 30 metres sight of oncoming (speeding) traffic which can prove dangerous. He also commented that there have been some instances of the police carrying out speed checks on the road.

Following discussion on what actions might slow traffic (rumble strips, speed indicators, chicanes) and it was agreed that Councillor Nicholson would be approached with a view to inviting a Highways representative to the parish council meeting.

## 21/079 APPROVAL OF MINUTES

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

## 21/080 FINANCIAL REPORT

### 21/080/01 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	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000642</b>
Mr P Takel		1 x cuts @£70, 1 x strim @ £10	£80.00		£80.00	NATWEST 000643
C Knight		Expenses (Dog fouling signs)	£98.00	£19.60	£117.60	NATWEST 000644
Printing @ The Vicarage		Brushford Parish Post printing	£160.00		£160.00	NATWEST 000645
Information Commissioner		Data (GDPR) Annual Fee	£40.00		£40.00	NATWEST 000646
<b>TOTAL</b>			<b>£802.73</b>	<b>£22.10</b>	<b>£824.83</b>	

**21/080/02 2022/23 Annual Precept**

The Clerk presented details of expense of the past four years as the basis for next year's budget.

It was agreed that Councillors should consider these prior to finalising next year's precept at the next meeting in December

**21/081 CLERK VACANCY**

Councillor Aldridge advised the meeting that she wished to be considered for the post. It was agreed that she would "ghost" the clerk during the next month, and would confirm her intentions at the next meeting. In order to ensure a smooth handover, she would work closely with the incumbent for the following month with a view to taking over full time in January.

**21/082 PATHS AND BRIDLEWAYS****21/082/01 Footpath at Bere**

It was agreed that ENPA should be advised of the unstable footbridge at Bere. Clerk to action.

**21/082/02 Old Railway Line Footpath**

The meeting noted that the old railway line is not a designated footpath.

Following discussion it was agreed that no action should be taken to change this arrangement.

**21/083 FLOOD PLAN**

It was agreed that two road signs stating "CAUTION FLOOD AHEAD" should be purchased for placing at the Round House and at Riphay Corner should floods occur.

**21/084 PARISH MAINTENANCE****21/084/01 Phone Box**

The meeting discussed the move of the phone box to the other side of the road, opposite the Old Stores. The planned move has been put on hold, following discussions between councillors Prouse and Garth.

Councillor Garth expressed concern that the box was in poor state and that the wooden door was showing signs of rot and suggested that the move should not proceed.

It was agreed that all councillors would examine the box and a firm decision on its future could be made at the next meeting.

#### **21/084/02 Village Centre Project**

It was agreed that the Village Centre Project should proceed, following publication of the overall plan in the recent Brushford Parish Post.

#### **21/084/03 Playcourt**

The meeting discussed the possibility of SW&T donating the court to the village (via the parish council), given that is now over 15 years since the parish council had installed the fencing and court (through a grant from the Rural Development Commission). Clerk is to approach Councillor Thwaites with this proposal.

#### **21/085 PLANNING APPLICATIONS**

##### **21/085/01 T/04/21/002 on 2 Meadow View, Ellersdown Lane, Brushford, TA22 9BW**

The meeting discussed this application and agreed that it would not be supported by the parish council.

#### **21/086 REPORTS FROM COUNCILLORS**

Councillor Garth reported that the five bar gate at Jubilee Gardens was in need of replacement.

#### **21/087 DATE OF NEXT MEETING**

The next meeting will take place on Tuesday, December 14th at 6.30pm in the Parish Hall.

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N Prouse, Chair 14/12/21





## **BRUSHFORD PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE BRUSHFORD PARISH COUNCIL HELD ON TUESDAY DECEMBER 14TH 2021**

#### **21/088 PRESENT**

The following took part in the meeting

Parish Councillors:	Councillors Mrs S Cookson, Mrs F Takel, Mrs J Sandiford, Mrs J Aldridge, Mr H Albery, Mr D Garth
In Attendance :	Councillor F Nicholson
Clerk :	C Knight
Public :	None

#### **21/089 APOLOGIES FOR ABSENCE**

None Received

#### **21/090 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

#### **21/091 DEFERMENT OF BUSINESS**

There were no matters under this heading.

**21/092 APPROVAL OF MINUTES**

The meeting approved the minutes of the meeting held on November 9th 2021. Proposed by Councillor Takes and seconded by Councillor Sandiford.

**21/093 FINANCIAL REPORT****21/093/01 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	
		<b>Total Staff Wages and Administration</b>	<b>£424.73</b>	<b>£2.50</b>	<b>£427.23</b>	<b>NATWEST 000642</b>
Mr P Takel		1 x cuts @£70, 1 x strim @ £10	£80.00		£80.00	NATWEST 000643
C Knight		Expenses (Dog fouling signs)	£98.00	£19.60	£117.60	NATWEST 000644
Printing @ The Vicarage		Brushford Parish Post printing	£160.00		£160.00	NATWEST 000645
Information Commissioner		Data (GDPR) Annual Fee	£40.00		£40.00	NATWEST 000646
<b>TOTAL</b>			<b>£802.73</b>	<b>£22.10</b>	<b>£824.83</b>	

**21/093/02 Budget: Set Precept**

It was decided to keep the amount of the precept the same as the preceding 3 years at £21,000

**21/094 CLERK VACANCY**

Janice Aldridge to take over position as clerk as from the next meeting on January 11th 2022

**21/095 PATHS AND BRIDLEWAYS**

Councillor Albery to action in the New Year by asking Councillors to check paths near their homes

**21/096 FLOOD PLAN**

Flood signs were obtained by the Clerk and given to Councillor Albery and Councillor Cookson to hold

**21/097 PARISH MAINTENANCE****21/097/01 Phone Box Siting**

To be moved in New Year and to be tidied up before being re-sited

**21/097/02 Village Centre Project - Next Step**

Check if planning permission will be required and awaiting quotes form Wedgewood Groundworks and Wedgewood Buildings

**21/097/03 Play Court Ownership**

Nick Thwaites has put forward a request - awaiting a reply

**21/097/04 5 Bar Gate at Jubilee Gardens**

New gate required - Councillor Prouse to inquire regarding its manufacture

**21/097/05 Dog Bins**

Awaiting reply from SW&T Council

**21/097/06 NOISE LEVELS IN PLAY COURT**

No further action

**21/098 PARISH WELFARE**

Speeding on B3222 - Rumble strips were discussed, the noise intrusion seemed prohibitive, the Parish Council would be responsible for the costs if implemented. More information is available from SW&T Council. The Parish Clerk will attend the Exmoor Panel Meeting in January and will apply to the police for more presence and will inquire about a speed camera signage.

**21/099 PLANNING APPLICATIONS**

None

**21/100 REPORTS FROM COUNCILLORS**

Councillor Nicolson reported that SW&T Council personnel are to be seconded to the NHS given the current COVID situation

**21/101 DATE OF NEXT MEETING**

The date of the next meeting is to be Tuesday January 11th 2022 at 6.30pm in the Parish Hall.

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N Prouse, Chair