

# BRENT KNOLL PARISH COUNCIL

[www.brentknollvillage.co.uk](http://www.brentknollvillage.co.uk)

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## Public Session

### MINUTES

**Minutes** of the Meeting of **Brent Knoll Parish Council** on **Wednesday 1st March 2023** at 7pm when the following business was transacted.

#### **PRESENT**

Cllr M Borland, (**Chairman**) Cllr S Bougourd, Cllr R Filmer, Cllr J Gray, Cllr M Kingscote, Cllr D Knott, Cllr J Mathews, Cllr A Povey, Cllr A Reason, Cllr T Woods and Owen Cullwick Clerk, and 4 members of the Public.

#### **217/22: TO RECEIVE APOLOGIES AND REASONS GIVEN**

Apologies: Received and accepted from Cllr C Townsend

#### **218/22: DECLARATIONS OF INTERESTS**

Cllr R Filmer Other Registerable interest (ORI) on all matters relating to his role as County Councillor and District Councillor and member of the Parish Hall. A dispensation granted on the 5th October re stated on matters relating to shareholding in the Community shop and is further declared at this meeting. Cllr T Woods and Cllr J Gray and Cllr A Povey, declared ORIs reflecting their shareholding in the Community shop.

#### **219/22: PRESENTATIONS FROM Stephen Russell and Ged Keele re CORONATION ARRANGEMENTS**

Stephen Russell and Ged and Rosemary Keele kindly updated the Parish Council on matters and programming for the forthcoming Coronation of King Charles The following are the key aims to date.

To hold an event in the Parish Hall (described as a Coronation Disco)  
Estimated cost of providing this event £500.00 recoverable from entrance fee  
This would also include LED Lighting.  
The date for this event will 6<sup>th</sup> May with a limit of 120 people

A commemorative mug is also being considered.

The Church will hopefully put on a 2 day event with a theme or art and nature this will be on the Sunday 7<sup>th</sup> and Monday 8<sup>th</sup> May. It will be run by volunteers from the church and teas will be provided there will be no charge for this event however donations welcome to the upkeep of the Church. It is also envisaged that there will be a tray garden dotted around the church.

**220/22: APPROVAL OF THE MINUTES**

Resolution to approve and sign as a correct record the Minutes of **1<sup>st</sup> February 2023** this was unanimous.

Cllr R Filmer left the meeting for all planning matters.

**Planning** (To consider planning matters and to respond accordingly to the District Planning authority within the due time)

**07/23/00002:** Erection of a single Storey Extension to the NE Elevation **at 118 Brent Street Brent Knoll TA9 4BB**

**Response:** No observations

**07/23/00005:** Works to Trees Crown reduce height / spread of white Maple (T1) (TPO Ref T3 by 1.5m **at 2, Manor Ride Brent Knoll TA9 4DY**

**Response:** To support this application on the grounds of good arboreal practice providing that this practice is fully compliant with the case officer Janet Burton

**221/22: TO RECEIVE REPORTS FROM MEMBERS****(a) Footpaths: Follow up Matters**

An invoice has been received together with a quote from A Criddle for completed work at the water tower Hill Lane. The invoice is in respect of clearance of hedge and removal of wire from footpath. The quote for additional work is to remove old stile cut back hedge grade and level footpath from the stile to the corner of the Reservoir. To supply and install Geotextile membrane. Also to spread, level and compact stone to improve footpath install new kissing gate supplied by the Council to replace old stile.

On both of these matters a decision was taken to defer to the April meeting when the Chairman will be able to confirm agreements made with the contractor.

The Stone Wall opposite West Croft Farm has been completed.

**(b) Highways: Follow up Matters**

There were no new matters in relation to Highways

**(c) The Village Green/ Car Park and Toilet Block**

The new seat made of no maintenance materials is now in place (Thanks to Cllr Povey for installing the unit) however the old unit now sits next to the new one and in a previous decision taken by the Council it was intended as a replacement. It was reported that there is a large amount of debris on the green at the time of the inspection.

Trim Trail Repair: A quote to repair the beam section on the trim trail has been received in the sum of £176.00 this was accepted. A matter was raised about producing a list of contractors that meet Council standards could be produced in the future

Surebond Surface: This has now been completed under warranty by the supplier and as a result the barrier around the roundabout has been removed.

**(d) To receive a report from GB Sports on the monthly inspection**

Pre Circulated to Members. There are a number of small low or medium risks and the Parish Council decided to deal with some of these over the coming year or two with quotes to repairs from GB Sports.

**(e) The Chairman's Report**

No new matters raised at this meeting

**(f) The Clerks Report.**

The clerk reported that 6 members of the public attended the Surgery on Tuesday and matters reported including the following.

Pot Holes  
Crooked signage on entrance to Brent Street  
A38 signage issues  
Poor Drainage outside of Peacehaven Burton Row  
ANPR.  
Post Sites for SID.  
Speeding of heavy goods vehicles in Burton Row  
Speed watch to be re-established on March 6<sup>th</sup>

Many of these items are under discussion at further meetings.

**(g) The Police Report**

No report so far

**222/22: District and County Councillor report for November Cllr Filmer**

Matters updated on following

The Unitary authority is on course for April 1<sup>st</sup> and appointments are due to be made during the coming weeks on the key positions within the authority. There will be no forced redundancies there will be a re alignment of responsibilities within the new Council. Cllr Filmer reported that he has attended the last meeting of the Somerset County Council and will be District Councillor to the end of March. Also a report on the make up of the North planning committee from April 2023.

**223/22: FINANCIAL MATTERS AND PAYMENTS**

**224/22:** The Statutory payments list was approved for month of March 2023 as agreed in April as minute no 238/21

**Variable Payments**

Somerset Playing Fields association Subscription 2023	<b>£15.00</b>
The Parish Hall Room Hire	<b>£667.75</b>
Nichols facilities Management	<b>£70.00</b>
Brian Jones Structural Engineer	<b>£810.00</b>

**225/22:** It was resolved to make the variable payments for March 2023

**Credit Payments received from**

Energy Contribution	<b>£817.18</b>
Vat Re Claim	<b>£3062.09</b>

**Statutory Agreements 2023/2024**

Internal Auditor Richard Young  
Village Contractor JP Mayo (to revisit work as a regular agenda item)  
Toilet and Dog Bin Contract Sedgemoor District Council (Interim)  
Play Inspection GB Sports  
New Payroll Provider PATA (From April 1<sup>st</sup> 2023)  
Insurer Gallagher Insurance (Previously Came and Company)

**226/22: ONGOING MATTERS** (Reported updates only)

- (i) Weight restriction consultations (On going with Highways) weight restrictions on **1717**
- (ii) Station Road Bridge to be checked as a possible source of enforcement)
- (iii) Speed Restrictions near school 20MPH (On going and to be implemented 2023 Some start has been made with the installation of posts some delay caused by installation contractor.

### **227/22: Correspondence**

No new Correspondence

### **228/22: NEW MATTERS OF CONSIDERATION (Decisions to be taken)**

#### **229/22: Shop related Matters**

##### **(a) Letter from Shop Management Committee**

In accordance with the request from the shop Management Committee identified as CSMC The clerk read out a document containing 5 specific points relating to both the formal meeting held on 27<sup>th</sup> January between the shop and the Parish Council together with their legal advisors and the Parish Council meeting of the 1<sup>st</sup> February 2023. Points 1 to 4 were either agreed or subject to further discussions on the lease agreement. Point 5 refers to the claim that at the February 1<sup>st</sup> meeting that accounts were not submitted to the Parish Council as requested and this was described as inaccurate as documents requested have been provided on at least two occasions. The Clerk confirmed that un audited accounts were presented to the Parish Council working group and dated January 2022 and August 2022. Although these accounts were unaudited the shop has confirmed that they were only required at that point to present and submit unaudited financial accounts. Resulting from the document and at the public recorded meeting on March 1<sup>st</sup> the Council resolved by a majority to re set the record that accounts have been produced when requested and the clerk showed the documents to the meeting to confirm those documents have been provided

##### **(b) Independent Valuer**

The Parish Council voted by a majority decision to seek the services of an independent valuer to assess the market level of rental for the lease agreement

##### **( c )Valuer Quotes.**

The Parish Council further considered two quotes and decided by a unanimous decision to request that Stephen and Co of Weston Super Mare to provide a professional valuation to comply with due diligence requirements. this would be at cost of no more than £250.00

##### **(d ) Constitution**

A discussion on the need to see the constitution of the shop took place and there was some debate as to whether this information was formally required by the Council and it was decided to leave that matter for advice from Charles Fleming we would then make a decision. However that discussion will not impede our progress going forward.

##### **( e )Tendering Process**

It is hoped to have the tendering documents in place by mid-March and the Parish Council has so far received 4 enquiries from perspective developers

### **230/22: Surgery Attendance April 4<sup>th</sup> 2023 (10am to 12 noon)**

Cllrs to attend as needed however Cllr Povey Cllr Kingscote and Cllr Filmer are all possible attendees for this meeting

### **231/22: ANPR Meeting and SID Location session**

**1718**

The Parish Council has received a £5000.00 grant towards a total cost of £5,900.00 for the installation of an ANPR unit as a further mitigation to the speeding concerns of the village community. this unit will work alongside the SID Locations and will register offending speeders at a level to be monitored by the Parish Council the data produced will be under the full control of the Council and operationally will be managed by our SID Movement provider Stuart Nichols. He will be our registered authority under surveillance regulations to ensure the data is correctly used on our behalf. This is a new scheme and Brent Knoll will be one of the first in the County to operate one of these units designed by Westcotec. A resolution to purchase will be made once all of the compliance documentation has been completed. the aim is to change driver behaviour rather than a process to catch drivers.

**232/22: Flag Pole Refurbishment**

Cllrs D Knott Cllr A Povey and .Cllr A Reason are continuing their work to carry out the refurbishment of this unit.

**234/22: Flooding**

Cllr Knott to check out the equipment and ensure its in running order ready for further discussion on the future of the equipment later in the year. Drainage board to be contacted on behalf of a resident who is concerned about issues around their property.

**235/22: Warm and Social Project**

This project has had a luke warm response with relatively low numbers of users and a review is underway although there is some interest in re naming to consider an ongoing project

**236/22: Request for Pizza van service on Wednesdays**

The Parish Council has been updated on the success to date of this new service and the operator is pleased so far with the success of the venture which has met expectations. There may be a further enquiry from a Fish and Chip operator to provide a service on Thursdays this will be the subject of further discussions.

**237/22: Coronation**

The Parish Council considered the timetable put forward by Stephen Russell and Ged and Rosemary Keele. The Parish Council were supportive of a commemoration mug for children in the village and Cllr S Bougourd is to discuss with the School how this may be best achieved There is a need to identify the number of eligible children in the village to ascertain the numbers of mugs that may be needed

**238/22: Play Equipment and grants**

There is some work to be done on deciding pieces of equipment that either need to be added or items to be replaced however in the first instance a quote will be obtained for painting the equipment as much of it is now in need of refreshed painting. It was raised that we must guard against grants chasing equipment rather than needs being established and then seeking grants to support the projects.

**239/22: Annual Parish Meeting Format**

A trial format this year on the 19<sup>th</sup> April Annual Parish Meeting is to have a question time format for a number of local groups and this proposal was accepted by the Parish Council as a suitable trial the aim of which is always to get more people to attend

**240/22: MATTERS OF REPORT**

**DATE OF NEXT MEETING April 5th 2023 7pm** Jubilee Room and a Parish Surgery on **the 4<sup>th</sup> April 2023** in the Jubilee room 10am to 12 noon a provisional meeting if required will held on 15<sup>th</sup> March at 7pm Jubilee room