

BRENT KNOLL PARISH COUNCIL

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Public Session

MINUTES

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

PRESENT

Cllr Borland, **Cllr Filmer, (Chairman)** Cllr Gray, Cllr Holmes, Cllr Kingscote, Cllr Knott, Cllr Mathews, Cllr Povey Cllr Reason, Cllr Townsend, Cllr Woods and Owen Cullwick Clerk,.

133/23: TO RECEIVE APOLOGIES AND REASONS GIVEN

There were no apologies at this meeting

134/23: DECLARATIONS OF INTERESTS

Cllr Filmer Other Registerable interest (ORI) on all matters relating to his role as Councillor for the Somerset Council. A dispensation granted on the 5th October 2022 re stated on matters relating to shareholding in the Community shop and is further declared at this meeting. Cllr Woods, Cllr Gray, Cllr Mathews, Cllr Povey and Cllr Townsend declared ORIs reflecting their shareholding in the Community shop.

135/23: MINUTES OF THE PREVIOUS MEETING

The Minutes were accepted by the meeting held on the 4th October 2023 were accepted unanimously.

136/23: PLANNING APPLICATIONS FOR CONSIDERATION BY THE PARISH COUNCIL

07/23/00022: Replacement of a section of existing fence with a new wall to the

northern site boundary at Exeter House Burton Row TA9 4BX

Response: No Observations Unanimous

07/23/00023: Variation of condition 2 of planning permission 07/21/00021 (Erection of a temporary portakabin) to extend the use date until 31st January 2026. The Village Green Car Park Brent Knoll (Parish Council Owned Land)

Response: The Council offer no response due to the application being proposed is on Council owned land

07/23/00027: Application to determine if prior approval is required for a proposed change of use of Agricultural Buildings to 1 dwelling house(use Class C3) and for building operations reasonably necessary for the conversion on Land to the South of Westbrook Farm Harp Road Brent Knoll

Response: The Parish Council offer no observations unanimous

136/23: THE CLERK UPDATE

The clerk updated the meeting on the following matters

Dedicated email progress for members through a G Mail account the start date to be deferred until all members are able to set up the appropriate email address.

The date of 5th December confirmed by Mark Fiddes to carry out the previously agreed and quoted Apple Tree removal from 12 Noon on this date and the Council will make the car park safe from vehicles during this work.

In response to a recent email communication from a member the Clerk underlined the process for any complaint that is made regarding the Clerk's performance should be addressed to the staffing committee in writing who will then discuss the matter. The staffing group being Cllr Filmer, Cllr Townsend and Cllr Woods.

137/23: WORKING GROUP REPORTS FOR NOVEMBER 2023

The Footpaths Team

- (a) Footpath markings needed (Way markers proposed) and Chris East has agreed to provide these to assist footpath users
- (b) Fallen Tree now removed from Knoll footpath by Cllr Knott and Cllr Reason Fence is being pulled down by walkers on the Knoll footpath who are not keeping to the path land owner to be contacted by Cllr Reason to agree and explore possible solutions
- (c) The National trust to be contacted to request improvement work on footpath to match the work completed on the East Brent Side of the Knoll.

Highways Team

- (a) The contractor to be contacted regarding the overgrown hedge near South Brent Close for a quote to undertake this year's Clearance and to add to an annual contract listing.
- (b) The hedge in the front of the properties set back from Station Road requires some work and a letter to be sent as previously to the four property owners requesting attention.

The Village Green / Car Park / Toilets**The Green**

The safety of the temporary fencing erected by NG needs to be addressed as it has potential for injury. The fencing either needs removal or securing to enclose the play equipment adjacent to it. Gareth Howells to be contacted by clerk

The Basketball back plate is looking dirty and needs some cleaning

There were litter issues when the inspection was completed

the roundabout flooring in need of treating/ repairs

Graffiti issues reported

The swing seats dirty

Some signage needs cleaning

The beads broken on the climbing frame

A quote for some cleaning and repainting to be arranged by the clerk

Some temporary spray markings yellow for the car Park

Gents toilet broken lock quote for mending

The Staffing / Audit Working Group

Pre circulated notes from the meeting on 25th October and no issues raised

The Buildings working group

No meetings held since the last meeting

The Shop Working Group

No meetings were held since the last meeting

Somerset Council member report**Cllr Filmer reported on the following matters**

- (i) Financial matters £27 million over spend projections. to increase in the following year to approx. £100 million
- (ii) Section 114 issued unless a suitable plan is submitted
- (iii) Kier now the appointed highways contractor from new financial year

- (iv) Priorswood recycling centre out of action for a while due to fire
- (v) Gritter teams ready for need during this winter

LCN Representative

Cllr Townsend attend a recent LCN meeting in East Huntspill and matters raised included.

- (i) Planning Issues during the restructuring of Somerset Council
- (ii) Public Transport
- (iii) Youth and Education

Cllr Townsend will update the Parish Council on all matters as they become highlighted.

138/23: FINANCIAL MATTERS AND PAYMENTS

Statutory Payments Listing for **November 2023** approved by the Parish Council unanimous as agreed for the current year 2023/2024 under minute 259/22 April 2023 and to include two new regular payments to Nichols facilities and PATA agreed on October 4th 2023

- (a) Contract For Village Maintenance
- (b) Staff payments
- (c) contract GB Sports
- (d) PATA
- (e) Nichols Facilities Management

139/23: Statutory Payments resolution to approve for the month of November 2023

Variable Payments Listing for September 2023

SALC Fees for 2023/2024	£365.44
Water Services Wessex Water	£349.26
Retrospective invoice News Quest tender advertising	£111.20
Councillor Training SALC 25th September	£50.00
(certificates to be provided)	

140/23: It was resolved to make these payments unanimously

The Budget for 2024/2025

141/23: The budget figures were pre circulated to members and the clerk provided a summary of the document

It was resolved to approve a budget for 2024/2025 as a draft (subject to some minor changes during the forthcoming precept discussion in December. The draft Budget was agreed as £53,956.20

142/23: NEW MATTERS OF CONSIDERATION (Decisions to be taken)**143/23: ANPR Progress and moving forward**

Purchase order issued by the clerk during October for delivery in 8-10 weeks. The matter of training was raised and this will be addressed with Nichols and Westcotec once delivery has been made

144/23: The Community Shop matters not considered under the working group)**The Ash Die Back Tree**

(a) Three quotes received and a consideration to be made at the December meeting of the costs of removal and a local resident has agreed to contribute up to £500.00 for the removal cost

The Tendering Process

(a) The process has now begun and tender packs have been sent to interested parties for a cut-off date of December 11th 2023.

The Wayleave Agreement

In response to a query raised in October regarding Insurance obligations. The clerk made contact with Gallagher the Council's insurers and they are not required to be notified if the wayleave is agreed with a statutory authority such as National Grid. the reason being that their insurance liability cover is significantly greater than the Parish Council's and would be entirely responsible for any claims associated with their infrastructure.

QS Report

The Parish Council was offered the services of a local quantity Surveyor. This document was offered to the Parish Council free of cost as a community gesture. The document now received was done so with a request that it should remain confidential for use by the buildings working group when looking at the tenders submitted to the Parish Council so as to avoid the potential for a general circulation. Two members of the Parish Council were of a view that the sharing of this QS Report was important to all members of the Parish Council and therefore should be available. The clerk pointed out that a letter outlining the confidentiality was clear in its intentions and therefore should not be shared.

A resolution therefore was proposed as follows: The Parish Council accept the QS Report from a local Surveyor at no cost to the Parish Council and accept it on the basis of confidentiality within the buildings working group and will use the

document as a guidance in assessing the tenders when submitted. The resolution was passed by a majority.

145/23: The Village Contract

The Parish Council contract was reviewed by the working group and agreed at the previous Parish Council meeting. As requested the clerk discussed its findings with the contractor JP Mayo. The terms and extension of the contract for the period **2024/2025** include more frequent cutting of the village green and surrounding areas to a level of 30 cuts per season (with a request that the cutting height should be much lower than previously) also the removal of two areas of maintenance which include the removal of the area in front of the Glebe Field and the piece of and at the bottom of Church Lane and also to remove the spraying element of the contract. These changes which will be contracted will increase the Council contract charges by **£492.00** per annum and this was agreed unanimously by the Parish Council.

146/23: Orchard Grove Maintenance Request

The Parish Council was asked to support the over grown tree maintenance on the border between A38 and Orchard Grove. Cllr Filmer has approached Somerset Council who are not prepared to undertake the additional work however a contact will be given to the management company of Orchard Grove for them to seek advice.

147/23 The Plan for Play Equipment updating

Defer whilst grant applications are continued as the Council has not been successful in obtaining suitable funding from Sport England

148/23 Village Flower Boxes

Cllr Povey will investigate this matter

149/23 Damaged Jubilee Plaque

This is a deferred matter whilst discussions take place with Wells Cathedral Stone Masons.

150/23: Strimmer Purchase by the Parish Council

Cllr Knott is waiting for a number of quotes to bring before a future meeting.

151/23: Security and access to the Hill Lane Car Park

One quote has so far been obtained with more to follow and discussions with local land owners will form part of the process before. asking the Parish Council to

approve. The Council agreed to investigate the installation of two farm gates that could be secured overnight.

152/23: First Aid Training

Cllr Knott to investigate with a potential source of training and ascertain the level of support for this training and to request that the trainer contacts the clerk to discuss dates etc.

153/23: MATTERS OF REPORT**Agenda Items for November 2023**

Defibrillator options for a 2nd unit
Chapter 8 Training (Signs Purchase)
BWOC Developments A38
Air Ambulance grant requests and other requests
Website Home Page updating
The backroom store in the toilet block
Flood Action Group

Meeting closed at 10pm**DATE OF NEXT MEETING**

The Next main meeting of the Parish Council will be on **December 6th 2023** at 7pm in the Jubilee room of the Parish Hall also a provisional meeting to be held (if required) on **15th November 2023** at 7pm in the Jubilee Room also Parish Surgery
December 5th 2023 Jubilee Room 10am to 12 noon

Note !!!

Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).