

# BRENT KNOLL PARISH COUNCIL

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

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## Public Session

### MINUTES

**Minutes** of the **APCM** Meeting of **Brent Knoll Parish Council** on **Wednesday 3rd May 2023** at 7pm when the following business was transacted.

#### PRESENT

Cllr M Borland, **Cllr R Filmer, (Chairman)** Cllr J Gray, Cllr M Kingscote, Cllr D Knott, Cllr J Mathews, Cllr A Povey, Cllr A Reason, Cllr C Townsend and Owen Cullwick Clerk, and 25 members of the Public.

The meeting opened with 4 members of the public addressing the Parish Council on shop or building related matters

#### **01/23: TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR 2023/2024**

One nomination received and proposed for Cllr R Filmer he was proposed by Cllr Townsend and voted by a Majority to serve as Chairman 2023/2024. Cllr R Filmer accepted this vote and changed places with the outgoing Chairman Cllr C Townsend

#### **02/23: TO RECEIVE APOLOGIES AND REASONS GIVEN**

Apologies: Received and accepted from Cllr T Woods and the the clerk read a letter of resignation from Cllr S Bougourd who has resigned as a Councillor with immediate effect.

#### **03/23: DECLARATIONS OF INTERESTS**

Cllr R Filmer Other Registerable interest (ORI) on all matters relating to his role as Councillor for the new 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 J Gray and Cllr A Povey, and Cllr C Townsend declared ORIs reflecting their shareholding in the Community shop. Cllr C Townsend declared A DPI on planning matter **07/23/00011** Cllr D Knott declared a DPI On planning matter **07/23/00012** Cllr R Filmer declared a DPI On the application no **07/23/00010**.

#### **04/23: ELECTION OF THE VICE CHAIRMAN**

One Nomination was received for Cllr T Woods to serve as vice Chairman for the year 2023/2024 and it was supported by a majority.

#### **05/23: PROPOSALS FROM CLLR J MATHEWS FOR DISCUSSION AND VOTE**

**Proposal (a)** That the Council resolves to always invite all members of a working groups to meetings of that working group.

Resolution unanimous **to support** this resolution

**Proposal (b)** That every effort regarding flexibility of time and date should always be afforded to all Councillors when a meeting of a working group is convened

Resolution Unanimous **to support** this resolution.

**Proposal (c)** That the question of rental valuation is re submitted to our valuer Michael Ripley (Stephen and Co) and that last months (April 5th) vote on the shop rent be considered null and void

Resolution **not supported** by a majority

**Proposal (d)** That the rental decision be rendered null and void in the light of an error on % increases over 5 years

Resolution **Not Supported** by a majority

**Proposal (d2)** That the rental decision made by this Council in April is considered null and void due to conflict of interest and incorrectly assigned Special dispensations

Resolution **Not Supported** by a Majority

**Proposal (d3)** Written reports for special dispensation need to be reviewed by a special dispensations working group set up by this Council in the light of the number of shares held by each Councillor

Resolution **Not Supported** by a Majority

**Proposal (d4)** The Current Dispensation for Councillor / shop shareholders be revoked

This **Proposal Withdrawn** by the proposer

**Proposal (e)** That there is no place for group or individual bullying at BKPC

Resolution **Supported** Unanimously

**Proposal (e2)** That our Clerk standardises his work email use to one email address

**No resolution** made but to consider the general policy on email usage by Councillors

**Proposal (f)** immediate corrective action needs to be made to advertise our shop building works and tender to builders and building companies 30-40 miles distant of Brent Knoll using a newspaper the new tendering process needs to be paused whilst action is taken

This **Proposal Withdrawn** by the proposer

**Proposal (f2)** The tendering policy amended to correctly reflect our own standing orders and a copy put on public record at the earliest opportunity

This **Proposal withdrawn** by the proposer.

**Proposal (g )** That the final build cost including 2023 interest payments and terms the potential sale of land and access rights including the valuation of land in the light of the standing orders be proposed to parishioners in a final 2023 consultation event before the shop project is signed off by this Council

Resolution **not supported** by a Majority

**Proposal (I)** That any advice and requests given to Parishioners by Councillors on Covid and other vaccinations should be caveated with details of their own medical qualifications to make such requests

This **proposal was withdrawn** by the proposer.

**06/23: TO APPROVE AND SIGN AS A CORRECT RECORD OF THE MINUTES**

The minutes of the meeting held on April 5th 2023 were approved unanimously as a true record of the meeting held

**07/23: TO ELECT MEMBERS FOR THE FOLLOWING WORKING GROUPS**

The Following Councillors were elected to the working groups

Footpaths Working Group

Cllr J Gray  
Cllr A Povey  
Cllr A Reason

Highways Working Group

Cllr M Borland  
Cllr A Povey

Staffing Audit Group

Cllr R Filmer  
Cllr C Townsend  
Cllr T Woods  
Clerk Owen Cullwick

Shop Liaison Group

Cllr D Knott  
Cllr A Reason  
Cllr T Woods  
Clerk Owen Cullwick

Signatories for the Parish Council

Cllr R Filmer  
Cllr D Knott  
Cllr A Reason  
Cllr C Townsend  
Clerk Owen Cullwick

Building Project Working Group

Cllr M Borland  
Cllr R Filmer  
Cllr C Townsend  
Clerk Owen Cullwick

Planning Team

Cllr J Gray  
Cllr D Knott  
Cllr C Townsend

**08/23: THE BUILDING PROJECT****Matters for discussion and decision****(a) The meeting held between the building working group – Paul Martin Architect and the National Grid on the 27th April 2pm**

The meeting took place to consider the options available to the Parish Council to re – route a large electrical supply cable which is currently running under the present toilet block building. National Grid advised that this cable would have to be re-routed before the commencement of any building or structural work to the existing building

**Option A:** To site a substation in a plastic /glass fibre green sealed and locked container on the front left car park area near the flagpole this is the preferred option for National Grid.

Positives include

The most straightforward of the two options  
Easy access from Brent Street  
Future maintenance more straightforward

Negatives Include

Loss of potentially 1 or 2 car Parking spaces and giving up good title to the land being used for the Substation and visual impact

**Option B:** To site a substation on the rear of the village green immediately behind the current shop Portakabin unit. This option was less favourable to Nation Grid.

### Positives Include

No loss of car parking space and little visual impact on the area further fencing possible

**1729**

### Negatives Include

Good title to land through a transfer of title to NG

Construction more difficult probable need for crane and or Portakabin move

Installation may be hampered by tree canopy

removal of two trees potentially

Requires green fencing / gate to be located for access

Earthing cable under village green

It was agreed that National Grid should be given the go ahead to investigate the two options and the Parish Council would support the most viable and deliverable of the two however the Parish Council also resolved to request some more information on the further options that were discussed as outside choices by National Grid

### **The Tendering Process for the shop Build**

**(b)** The Clerk provided an update that the tendering process is well underway and some contractors may be coming forward shortly. The clerk also requested that the Parish Council resolves to approve an extension to the cut-off date to end of May 2023

Resolution to approve an extension to end of May for tendering deadline

### **09/23: PLANNING APPLICATIONS FOR CONSIDERATION BY THE PARISH COUNCIL**

All members removed themselves from the meeting at appropriate points in the planning considerations having full regard to their individual Declarations of interest and declared under 03/23 of these minutes

#### **Planning Application No 07/23/00010**

**50, Brent Street, Brent Knoll TA9 4DT:** Partial conversion of the garage to an  
To an annexe. The first floor to remain as storage

**Response:** Support on the grounds of creating appropriate accommodation for disabled living and the support services

#### **Planning Application No 07/23/00011**

**Nightingale Farm 102, Brent Street, Brent Knoll TA9 4BB:** Change of use of house  
from holiday use ( Class C1 ) to full residential use ( Class C3

**Response:** The Council offered no observations to this application

#### **Planning Application No 07/23//00012**

**Uplands Hill Lane Brent Knoll TA9 4DF:** Erection of 1 Dwelling with the creation of  
access and parking

**Response:** Support the proposal on the grounds of provision of a suitable property with an  
acceptable visual outcome

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#### **Planning Application No 07/23/00013**

**6, Church Lane Brent Knoll TA9 4EF:** The erection of a single storey flat roof  
Extension

No views expressed as not required on this application

#### **Planning Application No 07/23/00014**

**Land to the West Side of Vole Road Mark:** The creation of two traveller and Gypsy

caravan pitches together with the formation of hardstanding and the erection of two day rooms, barn and stables.

**1730**

**Response:** The Parish Council object to this application by a Majority with 1 abstention on the grounds of fencing visual inappropriate for rural setting concerns on ecology issues noise and potential flood risk and lighting issues

### **10/23: ANNUAL POLICY ADOPTION OF POLICIES**

- (a) The Code of Conduct
- (b) The Standing Orders
- (c) The Filming of meetings

It was resolved to approve these current policies by majority

### **11/23: FINANCIAL MATTERS AND PAYMENTS**

Statutory Payments Listing for **May 2023** approved by the Parish Council unanimous as agreed for the current year 2023/2024

- (a) Contract JP Mayo
- (b) Staff payments
- (c) contract GB Sports
- (d) Water Account
- (e) Nichols facilities management

**12/23:** Statutory Payments resolution to approve for the month of May 2023

#### **Variable Payments Listing for May 2023**

Paul Martin Associates (ref Approval 29th September 2022)	<b>£5744.05</b>
Aqua Blast Plumbing repair	<b>£138.00</b>
Richard Young Internal Auditor fee 2022/2023	<b>£25.00</b>
PATA Payroll set up fee	<b>£28.50</b>
Up front Payment Charles Fleming	<b>£500.00</b>

**13/23:** It was resolved to make the variable payments for May 2023

### **14/23: NEW MATTERS OF CONSIDERATION (Decisions to be taken)**

#### **15/23: Friendship Coffee Hub**

Development of warm space the Parish Council will keep this project under review and if any volunteers wish to organise and request a grant from the Parish Council it will look favourably at it with the fund from Community Council.

#### **16/23: Play Equipment and grant**

This matter requires further investigation regarding new facilities and equipment on the play area and discussions to take place with the school to establish the Pieces of equipment is most appropriate for the future.

#### **17/23: Refurbishment of Water tap Brent Street**

Cllr A Reason to head up a small group to look at this project

#### **18/23: New Rubbish receptacle for Hill Lane Car Park**

Clerk to Contact clean surroundings to check on our order for a new bin

**19/23:** This is a previously identified and Clerk to contact Highways for some trimming work to be undertaken on either side of Railway Bridge

**20/23: Trial Period for Haverslice and car park location**

In general it has received a positive feedback and the Parish Council are happy to grant a further period of 8 weeks whilst the future of car park and surroundings are subject to some changes when the building work commences.

**1731**

**21/23: MATTERS OF REPORT**

Play area cracking  
Picnic benches poor state  
Trim trail chain sagging  
Beacon Friday 9pm  
Fish and Chip van

Meeting closed at 9.35 pm

**DATE OF NEXT MEETING June 7th 2023** Jubilee Room and a Parish Surgery on **6th June 2023** in the Jubilee room 10am to 12 noon.