

# 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 4th October 2023** at 7pm when the following business was transacted.

### PRESENT

Cllr Borland, **Cllr Filmer, (Chairman)** Cllr Gray, Cllr Kingscote, Cllr Knott, Cllr Reason, Cllr Townsend, Cllr Woods and Owen Cullwick Clerk, and 4 members of the Public.

### 103/23: TO RECEIVE APOLOGIES AND REASONS GIVEN

Apologies: Cllr Povey and Cllr Mathews offered their apologies for non-attendance and these were accepted unanimously.

### 104/23: DECLARATIONS OF INTERESTS

Cllr 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 Woods, Cllr Gray and Cllr Townsend declared ORIs reflecting their shareholding in the Community shop. Cllr Borland made a registerable interest DPI on planning application 07/23/00018 as a neighbouring and notified property.

### 105/23: MINUTES OF THE PREVIOUS MEETING

The Minutes were accepted by the meeting held on the 6th September 2023 were accepted unanimously.

**106/23: COUNCIL VACANCY**

The Parish Council co-opted by a majority Andy Holmes to fill the current vacancy on the Parish Council. Andy served the Parish Council between 2020 and 2022.

**107/23: PLANNING APPLICATIONS FOR CONSIDERATION BY THE PARISH COUNCIL**

**07/23/00018:** Formation of new church yard path to adjoin existing memorial garden Brent Knoll TA9 4DG at **St Michael's Church Lane Brent Knoll. Applicant the PCC**

**Response:** The Parish Council supported this application on the grounds of improved accessibility. The Parish Council are anxious that the spoil heap is removed as part of any improvements to this location. this was a majority decision and Cllr Filmer abstained

**108/23: THE CLERK UPDATE**

The clerk updated the meeting on the following matters

Project Tracker to assist in the management of ongoing issues  
 Dedicated email progress for members through a G Mail account  
 Footpaths Conversation with land owners near the reservoir  
 National Grid Meeting last week (details later in these minutes)  
 Orchard Grove Tree Management of the boundary  
 recent matters relating to Bollards in Brent Street (Now resolved)

**109/23: WORKING GROUP REPORTS FOR OCTOBER 2023****The Footpaths Team**

- (a) Middle Street footpath markings needed ( Way markers proposed)  
Chris East at Somerset Council to be contacted.
- (b) Windy Ridge footpath matters ongoing Cllr Filmer to contact the land owners
- (c) Manor Farm signage removed and requires a new wooden back to refurbish

**Highways Team**

- (a) There is a hedge issue turning left at Brent Corner on to Station Road which is causing some visibility issues. Cllr Filmer has now gained agreement for work to be undertaken by the land owner to alleviate the visibility issues.

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

Grass is very long and wet  
 Benches and tables all ok

Perimeter of the green all ok  
 Entrance Hedge to the right is now in need of cutting  
 The car park has a weed issue which has been ongoing  
 Drain Issues within the toilet block will be dealt with under the demolition project  
 Ladies Toilet Hand Dryer still not in working order

### **The Staffing / Audit Working Group**

There were no new matters to consider

### **The Buildings working group**

No matters discussed by this group (National Grid meeting detail identified below)

### **The Shop Working Group**

No working group meetings were held since the last meeting in August

### **Somerset Council member report**

#### Cllr Filmer reported on the following matters

- (i) Financial matters 25 million over spend projections.
- (ii) Working party set up to investigate income levels from investments Portfolio.
- (iii) Plastic Recycling by Somerset Council now reached 100%.

### **110/23: FINANCIAL MATTERS AND PAYMENTS**

Statutory Payments Listing for **October 2023** approved by the Parish Council unanimous as agreed for the current year 2023/2024 under minute 259/22 April 2023

- (a) Contract For Village Maintenance
- (b) Staff payments
- (c) contract GB Sports

**111/23:** Statutory Payments resolution to approve for the month of October 2023

### **Variable Payments Listing for September 2023**

Pata Payroll service for August 2023	£8.60
Office expenses and allowances for period July to September 2023	£321.99
Nichols Facilities Management Invoice for September 2023	£100.00
Paul Dixon Stile Repair	£65.00

**112/23:** It was resolved to make these payments unanimously

**113/23:** To make 3 existing payments as statutory with a Standing order as follows

Nichols Facilities Management payment monthly on the basis of average 6 months

Salary payments to be made by standing order on current agreed levels.

PATA Payroll management payments monthly as previously agreed.

**114/23:** These were approved unanimously by the meeting

**115/23:** Resolution unanimously to upgrade in due course the Council Computer to Microsoft Office 365.

**116/23:** Resolution unanimously to place BKN Article for local grants and for Cllr Kingscote to contact Somerset and Dorset Air Ambulance to make a suitable request for grant funding.

**117/23:** Resolution to replace our expired fixed deal with E'on with a new 1 year fix which is at a more competitive rate than we pay currently.

**118/23:** Clerk outlined the plan for November budget setting meeting which would include a pre circulated budget proposal for discussion and decision in November

**119/23:** Brent Knoll Charities bank account updated to meeting

**120/23:** **NEW MATTERS OF CONSIDERATION (Decisions to be taken)**

**121/23:** **ANPR Progress and moving forward**

ANPR Compliance Paper work now filed on the website

Agreement with Westcotec to hold their price at £5,950 + vat

To commence purchase (Previously agreed by the Parish Council)

Purchase order to be issued by the clerk during October

**122/23:** **The Community Shop matters not considered under the working group)**

**National Grid**

(a) National grid 2 members of the buildings working group and the clerk met recently to request some starting dates for the re-routing project by National Grid

(b) Dates for agreed starting were identified as mid-January 2024 latest possible December 2023.

(c) The National Grid would not be undertaking any tree removal work as part of the project

The Trenching work would be carried out as part of the project at no cost to the Parish Council

(d) Wayleave agreements

Parish Council agreed that we should report the issues surrounding the proposed wayleave agreement with our Insurers

(e) The Tender Process

The tendering process will be re started immediately and this will include the following process. This was agreed by a unanimous resolution by the Parish Council

Advertising Local paper  
 Notice Board Notification of tender  
 Website inclusion  
 The BKN November Issue  
 Next Door social Media

There are currently 3 contractors who have indicated their interest in this tender and they will be notified accordingly. It is anticipated that the tendering process will end at the 30th November.

**123/23 Tree Matters****Die Back Ash on the perimeter of the village Green**

The Ash tree has been identified and confirmed as suffering Ash Die back and will need to be removed prior to the National Grid work. There have been quotes in the order of £1500- £1600 to remove however the Parish Council has agreed to formal quotes ready for discussion at the November meeting. The Council will approach the neighbours to seek a contribution to the cost.

**The Apple Tree**

The Apple tree that exists at the front of the toilet block will need to be removed as part of the site proposed for the new build shop. There has been 3 quotes put forward and it was unanimously agreed to have the work completed by Mark Fiddes to fell the tree to ground level and treat the stump at a cost of £350.00 +vat

**124/24: The Village Contract**

A small working group met during September to consider the annual review which forms part of the 3 year contract. A proposal to reduce some areas from the contract and to increase the green cutting and the front green areas to a 30 times per annum schedule was agreed unanimously by the Parish Council. The Parochial Church Council has now formally agreed the document discussed with the Parish Council these changes will be identified and discussed with the contractor and any changes in cost to be reported back for consideration and decision at the November Parish Council Meeting.

**125/23 The Plan for Play Equipment updating**

Ongoing matters subject to grant applications from Sport England who are delayed in their application reviews until mid-November.

**126/23 Village Flower Boxes**

Ongoing Issue for later consideration

**127/23 Damaged Jubilee Plaque**

Cllr Filmer will discuss a quote of £1400.00 to repair this important memorial with Wells Cathedral Stone Masons to ensure that the repair will be more robust against damage

**128/23 Crooked Lane Drainage issues**

Long standing issues created by incomplete extension of the drainage route and culvert during the construction of Bakers Field. The Clerk will write to the drainage authority to request the completion of this important matter.

**129/23: Strimmer Purchase by the Parish Council**

The Council agreed unanimously to allow Cllr Knott to investigate the purchase costs of a suitable strimmer for local use. Once this has been done to include safety items Cllr Knott will report back in November for a decision to be made.

**130/23: Security and access to the Hill Lane Car Park**

It was agreed to obtain quotes to extend the existing fence and place a height restriction on the access area of this car park.

**131/23: First Aid Training**

Cllr Knott to investigate with a potential source of training

**132/23: MATTERS OF REPORT****Agenda Items for November 2023**

Border trees to Orchard grove

**Meeting closed at 8.30pm****DATE OF NEXT MEETING**

The Next main meeting of the Parish Council will be on **November 1st** at 7pm in the Jubilee room of the Parish Hall also a provisional meeting to be held (if required) on **17th October 2023** at 7pm in the Jubilee Room Parish Surgery **October 31st 2023** .

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).*