

BRENT KNOLL PARISH COUNCIL

www.brentknollvillage.co.uk

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Public Session

MINUTES

Minutes of the Meeting of Brent Knoll Parish Council on Wednesday 6th September 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 Reason, Cllr C Townsend, Cllr T Woods and Owen Cullwick Clerk, and 1 member of the Public.

83/23: TO RECEIVE APOLOGIES AND REASONS GIVEN

Apologies: Cllr A Povey offered his apology and this was accepted by the meeting

84/23: 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 T Woods, Cllr J Gray and Cllr C Townsend and Cllr Mathews declared ORIs reflecting their shareholding in the Community shop.

85/23: MINUTES OF THE PREVIOUS MEETING

The Minutes were accepted by the meeting held on the 2nd August 2023 were accepted unanimously.

86/23: PLANNING APPLICATIONS FOR CONSIDERATION BY THE PARISH COUNCIL

07/23/00015: The formation of a new agricultural access with culvert and concrete surface on land North West of Vole Road Brent Knoll

This application withdrawn from discussion due to prior decision being taken by the Somerset Council

07/23/00019: Repollard Willow (T10) (TPO ref T10) back to previous pollard head at 6, the Willows Brent Knoll TA9 4EJ

Response: The Parish Council supported this application on the grounds of arboreal practice provided that the Somerset Council tree officer has no issues with the application

07/23/00020: Crown thin Sycamore(T2) (TPO Ref T2) by 15% at 3, The Willows Brent Knoll TA9 4EG

Response: The Parish Council supported this application on the grounds of arboreal practice provided that the Somerset Council tree officer has no issues with the application

87/23: THE CLERK UPDATE

The clerk updated the meeting on a recent local clerk's forum which is quarterly meeting to allow local Clerks to consider a number of structural issues for Parish Council activities

88/23: WORKING GROUP REPORTS FOR August 2023

The Footpaths Team

- (a) Bristol Water have now done an excellent job in clearing the footpaths around the Reservoir
- (b) The other clearance matters have been agreed with the land owners
- (c) There is an issue with gate access at the Cider Farm which will be taken up by Cllr Filmer and discussed with land owner

Highways Team

- (a) There is a hedge issue turning left at Brent Corner on to Station Road which is causing some visibility issues and tha Cllr Filmer will discuss with land owner

The Village Green / Car Park / Toilets

The Green

Grass is very long and cuttings left can be difficult when children are playing
Very Tidy Perimeter boundary noted

Benches and Picnic tables now relocated and all in good order

Some cans and bottles identified near the Muga

Gents Toilets now working and functional ladies hand dryer needs attention

The Ash Die back tree near the NG Transformer will be discussed with NG

Discussions on the Apple Tree on removal, Replacement or other actions to be considered quotes to be obtained

The Staffing / Audit Working Group

There were no new matters to consider

The Buildings working group

No matters discussed by this working group since the last meeting 2nd August

The Shop Working Group

A meeting was arranged between the shop management group and the Council working group took place on 22nd August to consider the pre circulated section 14 items within the architects planning document. The section 14 items are those that payment will be covered by the shop and agreement will be reached with them once a suitable tender has been selected. The purpose of this is ensure that on completion of the building certain matters will need to be completed before building regulations can be issued and therefore it is more straightforward for the tender to be completed with an agreed re -claim back from the shop on certain costs.

Somerset Council member report

Cllr R Filmer reported on the following matters

- I Financial matters 28 million shortfall with little prospect of change in this financial year
- ii Some reserves may be made up from reserves held by District Councils this however would be a one off solution
- iii The Unitary Savings will not materialise this year due to redundancy and reorganisation costs
- iv Covid boosters for over 65 starting September 11th
- v Flu Vaccination programme due to start later this month

88/23: FINANCIAL MATTERS AND PAYMENTS

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

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

89/23: Statutory Payments resolution to approve for the month of September 2023

Variable Payments Listing for September 2023

Pata Payroll service for August 2023 <i>Approved Unanimous</i>	£8.60
New Council rubbish receptacle now installed S Council <i>Approved by a Unanimous</i>	£564.00
Nichols Facilities Management Invoice for August 2023 <i>Approved by a Unanimous</i>	£100.00
Somerset Playing Fields association membership 2023 £15.00 <i>Approved by Unanimous</i>	
Paul Dixon Gents Toilet Repair <i>Approved Unanimous</i>	£45.00
GB Sports Annual Inspection 2023 <i>Approved Unanimous</i>	£102.00
PKF External Audit 2022/2023 <i>Approved Unanimous</i>	£378.00

1753

90/23 The Clerk refunded Cllr Mathews with a £2.00 (Two Pounds) Claim for expenses incurred on behalf of the Parish Council

91/23 A 6 Monthly Budget Summary was outlined and there were no questions relating it

92/23: NEW MATTERS OF CONSIDERATION (Decisions to be taken)

93/23: ANPR Progress and moving forward

After several months of discussions in trying to identify procedural matters the Clerk was able to update the meeting with the current position as identified by the surveillance team at central government. So the process now is that the DPIA and Surveillance tool should now be posted on the website

This now allows the Council to go ahead with the purchase from Westcotec of the unit however checks need to be made that ensures the total cost does not exceed £1000.00 contribution from our reserves to add to the £5000.00 grant. We also need to clarify any training issues needed for the Council and to ensure that the posts required as previously identified with Aileen Fletcher are in situ. Stuart Nichols our SID Management need also to become involved in the process and be trained

94/23: The Community Shop matters not considered under the working group)

National Grid

The Council is waiting for a defined plan and starting date for both their emergency project and now linked to the rerouting of the power cable. It is hope to organise a meeting with National Grid to formulate any planned progress on the project

Wayleave agreements

Parish Council agreed to sign this document and subject to a small amendment raised on the plan number This will be submitted to NG on the 7th September 2023
This agreement was approved by a Majority of the Parish Council on the 7th of September

The Tender Process

The tendering process start is imminent once we have starting information from National Grid. The Parish Council will then submit tendering packs to all of those who apply under the same terms as previously with advertising in the press the BKN, the website it is hoped that a final start authority could be obtained from the PC sooner rather than later

Shop Swing Board

At the recent working group between the shop and the Council shop working group a clarification was made on the siting of the proposed swing board. The working group members were entirely satisfied that no issues regarding visibility issues were present and an agreement reached to put before the full Paris Council the Council resolved to approve this request with a potential review going forward majority decision.

95/23 Matters relating to the village contract

Funding of the Churchyard maintenance

A member raised a question regarding the Council's ongoing support of this maintenance and considered the Church to be responsible. It was pointed out that the Church is not able

financially to support it. It has been part of the Parish Council maintenance of the village alongside verges and other areas. to enhance the amenity of the village for residents.

The Village Contract in General

We entered into a 3 year contract ending in March 2026 however the reviews take place in November of each year to ensure delivery of this contract in line with Council intentions. To that end a small working group was agreed comprising of Cllrs Reason, Knott and Filmer together with the Clerk to assess the current cutting regime and to consider any amendments that may be required. Any changes will be placed before the full Council.

Church Identification of cutting regime going forward

Cllr Filmer, the Clerk and 2 members of the Parochial Church Council together with another church member site visited the Church Yard in August to consider a request to make some minor changes to the cutting timetables and areas. The draft plan has been submitted to us and will be put to the PCC on their next meeting for approval. Once that has happened the Parish Council will consider it as part of the overall review.

96/23 The Plan for Play Equipment updating

Cllr Filmer outlined the current funding and grant applications which would support the installation of a new aerial runway agreed on 2nd August and we await the outcomes of all the applications before making further progress. A suggestion was also put forward to consider a 2nd mobile goal unit in response to some comments made. Cllr J Mathews will look at this opportunity and report back next month

97/23 LCN Representative

Cllr Townsend was elected by a majority of the Parish Council to represent it at any future Local Community Network meetings.

98/23 Village Flower Boxes

Flower boxes were set up the 3 entrances to the village close to the village name sign were set up a few years ago and Cllr Reason manages the A38 unit and Cllr A Povey manages the Ham Road unit. However the other one in Burton Row requires a more local person to maintain it. We will ask in the forthcoming BKN for a kind volunteer to come forward in Burton Row.

99/23 Damaged Jubilee Plaque

The damaged plaque installed near the top of the Knoll has been reported Wells Stonemasons who are going to repair the unit that has been damaged with a more robust surface if possible to ensure future damage does not occur.

100/23 Email clarity for Council members

We have been advised that each member of the Parish Council should have a dedicated email contact used only for Council business. To that end a Gmail account set up for each member would be the easiest and the most cost effective solution which will start the process.

Guiding request for grant funding (Unable to make grants to individuals)
Drainage Crooked Lane
Council owned Strimmer
Security at the Hill Lane Car Park
First Aid Training

Meeting closed at 9pm

DATE OF NEXT MEETING

The Next main meeting of the Parish Council will be on **October 4th 2023** at 7pm in the Jubilee room of the Parish Hall also a provisional meeting to be held (if required) on **20th September 2023** at 7pm in the Jubilee Room Parish Surgery **October 3rd 10am** .

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).