

# 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 December 2024**  
at 7pm when the following business was transacted.

### PRESENT

Cllr M Borland, **Cllr R Filmer, (Chairman)** Cllr J Gray, Cllr A Holmes Cllr D Knott, Cllr A Reason, Cllr C Townsend Cllr C Woodward, and Owen Cullwick Clerk. There were 5 members of the public at this meeting.

### 147/24: TO RECEIVE APOLOGIES AND REASONS GIVEN

Cllr M Kingscote offered a longer term apology due to illness and consequently will be unavailable for Council business until a review in April 2025. This apology and temporary absence was accepted by unanimously. Cllr J Rees also offered an apology which was accepted unanimously by the meeting. A further absence by Cllr J Mathews was not accepted as no apology was received.

### 148/24: DECLARATIONS OF INTERESTS

Cllr Filmer Other Registerable interest (ORI) on all matters relating to his role as Councillor for Somerset Council. The Clerk under delegated powers agreed under a resolution in **October 2022** under minute **no 91/22** grants a dispensation on **DPI, ORI or NRI** to the following members of the Parish Council **Cllr R Filmer, Cllr J Gray, Cllr C Townsend Cllr C Woodward** and this dispensation will allow full participation in all matters appertaining to the Community shop on this agenda. This dispensation is granted on the grounds of interest to those persons living in the community and in the interests of providing a community benefit. It also removes the possibility of a Council **meeting** becoming non quorate. The shop has received a very high level of support as outlined in a public engagement exercise in November 2022.

### 149/24: MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the 6th November meeting were approved unanimously by the meeting

**150/24: PLANNING CONSIDERATIONS**

There were no planning matters during this meeting

**151/24: THE CLERK UPDATE**

- (a) The clerk updated the Parish Council of the website updating currently underway
- (b) All updated Council Policies now re issued and in number order
- (c) A few missing profiles of members were highlighted
- (d) A surgery up date from the previous days Parish Surgery
- (e) A local Clerks meeting to take place on 5th December in Brent Knoll
- (f) A list of refreshed dates and rota list has been produced to appear on the website

**152/24: WORKING GROUP REPORTS****The Footpaths Team**

- (a) Style at Windy Ridge new Gate requested to Chris East Somerset Council
- (b) Handrail Knoll Footpath/ to accept a quote from Steve Pinn for a hardwood solution to the refurbishment in the sum of £730.00.
- (c) Knoll Footpath Hedge in poor state/ Action Councillors to contact owner when weather improves.
- (d) Footpath 8/16 Action to Investigate There were no concerns to report
- (e) Litter picking session with appropriate gloves and litter pickers will be set in motion Clerk to arrange two litter picker units and gloves and bag and to include this matter green rota together with a quick view of the new disabled toilets and report back

**153/24: Highways Team**

A reported pot hole near the Red Cow has been repaired as requested

**154/24: The Green/ Car Park/ Surrounds**

Cllr J Mathews returned no green inspection for November as the Rota Councillor for November.

Cllr J Rees will undertake the green inspection during the month of December and a the appropriate document sent for this purpose.

**155/24: The Staffing / Audit Working Group**

There were no meetings this month of the Audit staffing group

**156/24: The Buildings working group**

All matters covered by this group detailed later in the agenda

**157/24 Updating Council Policies**

1. Freedom of Information Policy Re adoption (Unanimous re adoption)
2. Equality and Diversity Policy (2010) Re adoption. unanimous re adoption
3. Scheme of Delegation Policy re adopted unanimously by members.

**The Somerset Council report ( Cllr R Filmer )**

- (i) Financials still very fragile
- (ii) 200 Trees were affected by Storm Bert and 644 incidents reported
- (iii) Council Tax reduction scheme revised to 4 million saving from 12 million
- (iv) 100% discount still remains certain benefits exempted Discount limited to band D
- (v) Retrospective discounts restricted to 1 month from 1 year
- (vi) The Slinky Bus still operational
- (vii) Somerset representation map being revise

**158/24 FINANCIAL MATTERS AND PAYMENTS**

Statutory Payments Listing for **December 2024** approved by the Parish Council unanimous as agreed for the current year 2024/2025 under minute 241/23 March 6th 2024.

**159/24:** To approve Statutory Payments for December 2024 Unanimous

**Variable Payments for December 2024**

SLCC Membership subscription for 2024/2025	<b>£190.00</b>
Somerset Council Dog bin and Hill Lane bin 2nd half year	<b>£ 1100.74</b>
Royal British Legion wreath for	<b>£ 20.00</b>

**160/24:** To approve variable Payments for **December 2024** unanimous

**161/24:** To approve Standing order to Cleanz Toilet contractors 12 months **£299.00** per month

**162/24: Other Financial matters**

**163/24:** A budget Calculation and reserves forecast was pre circulated to members and a a precept for the year **2025/2026** was unanimously approved of **£68,000.00** and increase of 13% lon the current year. The increase reflects the current potential of further costs being delegated form Somerset Council in the future.

**164/24:** A final contract statement produced by the Clerk was circulated to members for the building project now completed. The Clerk pointed out that the budget set prior to the build proved to be accurate with only a **£300.00** shortfall on a **£222,000.00** project had been a remarkable result. Cllr Townsend thanked the clerk for the work that had been done in managing the financial complexity of this build.

**165/24:** Clerk Told the meeting that a complete contract account will be available for January 8th meeting and will be pre circulated.

**166/24: NEW MATTERS OF CONSIDERATION (Decisions to be taken)**

**167/24: THE BUILDING PROJECT**

**Loans and Finance**

All finances for the project is now fully outlined and the Vat either already reclaimed or in the process. The budget has balanced and the members are satisfied with the outcome.

**1844**

**168/24: Building Matters**

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The building was completed on the 22nd November and all keys handed to the Council and in the case of the shop to the shop management group. We are currently in the process of ensuring all of the building compliance certificates and the Parish Council has been to the satisfaction of Paul Martin our Project manager. Our Insurers will also be informed of the completion

**169/24: The Lease/ Legal Matters**

All legal procedures have been completed by our Solicitors Holley and Steer in conjunction with Clark Wilmott Clark the Solicitors acting for the shop. At this meeting a final document was publicly signed by Cllr R Filmer the Parish Council Chairman and Owen Cullwick the Clerk. This document contains a deed of variation allowing the change from a public convenience only building to a shared building with a Community interest. The Shop's Solicitors will now register the new lease going forward

**170/24: PLAY AREA UPGRADES**

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The Parish Council is delighted to report that it has now received a further grant from a local foundation trust ( who wish to remain anonymous) in the sum of **£2000.00** which completes the financial viability of the new Zip Wire play facility. This will commence in January 2025.

**171/24: NUTTALL TRUST GRANT**

The Parish Council has requested a grant from the trust to further the significant project to flood alleviation and water behind the Parish Church up on to the Knoll. This has been a serious issue which will be costly to resolve.

**172/24: MEETING, ROTA and SURGERY DATES 2025**

All dates pre circulated to members and approved unanimously and it was also agreed to place documents on the website.

**173/24: BENCH INSTALLATION AND ADDITION**

The Parish Council decided unanimously to re install the existing bench in the spring when the ground is more suitable and to install inwards to the green area and in addition agreed to a further bench to commemorate a loved one and requested by a local resident of Brent Knoll.

**174/24: TELEPHONE KIOSK PAINTING AND MANAGEMENT**

The newly transferred telephone Kiosk by the community shop is now in need of a full refurbishment and a painting quote by Andy Selway in the sum of £400.00 has

been approved by the Council. The Clerk has offered to keep the kiosk updated with local information once the refurbishment has been completed. A request will be

**1845**

made in the BKN For all notices of local events of interest to be sent to Owen preferably by email.

**175/24: MATTERS OF REPORT**

Knoll Footpath water management project  
Outward grant applications to be considered and approved

**Meeting closed at 8.05pm**

Councillors and public attendees were invited to join the Chairman for pre Christmas refreshments

**DATE OF NEXT MEETING**

The Next main meeting of the Parish Council will be on **January 8th 2025 at 7pm** in the Jubilee room of the Parish Hall. **Surgery January 7th 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).*