

# 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 6th November 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 J Rees, Cllr C Townsend and Owen Cullwick Clerk. There were no members of the public at this meeting.

### 122/24: TO RECEIVE APOLOGIES AND REASONS GIVEN

Cllr M Kingscote and Cllr C Woodward offered apologies with reasons given and accepted by the meeting unanimously. A late apology was received during the meeting from Cllr John Mathews, this was not put to a vote by members for approval and therefore was not discussed or approved.

### 123/24: 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 J Rees, Cllr **C Townsend** 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.

**124/24: MINUTES OF THE PREVIOUS MEETINGS**

The Minutes of the 2nd and 16th October were approved unanimously by the meeting

**125/24: PLANNING CONSIDERATIONS**

There were no planning matters during this meeting

**126/24: THE CLERK UPDATE**

- (a) Follow up on Action points raised at previous meeting.
- (b) New Somerset made with Tina Kick Somerset Council dog waste fouling enforcement.
- (c) Clerks local group meeting in December.
- (d) Request for research project (Council requires more information)
- (e) Peter Hobley Somerset Council letter on rights of way issues.
- (f) Concerns raised with Royal Mail regarding poor delivery of mail in Brent Knoll.
- (g) Surgery matters raised on the 5th November
  - (i) Drainage issues on going Burton Row
  - (ii) Speeding issues raised by Speedwatch group
  - (iii) Letter of highway matters raised by a local resident to be considered December 4th

**127/24: WORKING GROUP REPORTS****The Footpaths Team****Paper Ref 06/11/2024**

- (a) Style at Windy Ridge new Gate to be requested to Chris East Somerset Council
- (b) Handrail Knoll Footpath/ Resolution to request Steve Pinn authorised to undertake work provided it costs no more than £700.00 as previously agreed awaiting quote
- (c) Knoll Footpath Hedge in poor state/ Action Councillors to contact owner when weather improves.
- (d) Footpath 8/16 Action to Investigate Cllr Filmer and Cllr Reason to walk the path prior to owner contact from the Parish Council.
- (e) Car Park Hill Lane Gate is now installed and arrangements in due course for locking.
- (f) Boroughs Green 27 Brent Street Contact made the GTH Who have recently sold the property and passed on the Councils concerns which will be dealt with by new owners.
- (g) A general list of concerns will be compiled by Cllrs Knott, Reason and Filmer for the December meeting and to identify any issues for Council budgets going forward.
- (h) Litter picking session with appropriate gloves and litter pickers will be set in motion Clerk to arrange two litter picker units during November.
- (i) Style damage Bakers field to be considered for an available gate through Somerset footpaths team.
- (j) The Council decided unanimously to add the Hill Lane Car Park to the green rota that members undertake once each year to ensure that the Car Park is maintained to a good standard.
- (k) A kissing gate to replace broken style on the Lynhams Land.

- (l) A another Bristol gate via Chris East

**1838**

**Highways Team**

Highways issue reported near Brent Corner opposite the Cider Farm kerb stones breaking away and getting worse.

**The Green/ Car Park/ Surrounds**

Cllr Gray reported a very wet situation at this time of year. Some litter around the green. Cllr J Mathews on Rota for November for weekly inspections.

**The Staffing / Audit Working Group**

Audit group met on 2nd November to undertake a statutory random audit of payments and receipts. The meeting considered the budgets for 2025-2026 in readiness for full council discussions and decisions on the 6th November. The notes from the meeting were previously circulated. The NALC Agreed pay scales of 3.25% were advised from April 2024 and these will be actioned in due course under the terms of the current contract of employment.

**The Buildings working group**

Regular meetings are held on a monthly basis the last of which was on the 25th October. The project manager Paul Martin organises these meetings with members of the buildings working group and shop management team.

**Updating Council Policies**

1. Financial regulations v2024 (adopted as per template and circulation unanimous)
2. Implementation of attendance Policy document v1 (adopted as per circulated document with 1 amendment unanimous)

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

- (i) Staff restructuring now taking place.
- (ii) Voluntary redundancies at 200.
- (iii) Further compulsory redundancies will require 400 over the coming months.
- (iv) Anticipated savings of 40 Million.
- (v) The Council still trying to avoid a 114 notice.
- (vi) Local Plan expected to be in place to replace existing 2029.
- (vii) Dunball roundabout junction 23 improvements to support the gravity developments.
- (viii) Gritting services being planned by Kier.

**128/24 FINANCIAL MATTERS AND PAYMENTS**

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

**129/24:** To approve Statutory Payments for November 2024 Unanimous

## Variable Payments for November 2024

Supplementary Insurance for Building (from 22nd November) £143.49

**1839**

Sam Barnett Ash Die back removal £ 1600.00

*(Donation from local resident of £500.00)*

Scribe Software annual subscription 2024 £ 414.72

Somerset Council Dog bin and car park (retrospective) £ 1316.10

*(Late invoice for 1st half of the year )*

Somerset Council address change (retrospective) £ 110.00

Holley and Steer payment for Legal fees 1st payment (retrospective) £ 1000.00

*Covenant Changes*

Public works Loan Board Loan no 2 Payment for November 2024 £ 1456.43

*(This is payment no 2 for Loan 1 By Direct Debit)*

**130/24:** To approve variable Payments for **November 2024** unanimous

### **131/24: Other Financial matters**

**132/24:** Receipt of Cil Funding £6541.85

**133/24:** Receipt of donation towards tree removal £500.00

**134/24:** Clerk presented the current and forecasted budget projections for the Parish Council to consider and decide on a budget for 2025/2026. This budget will be considered in setting a Council precept in December.

**135/24:** Budget set at **£65,759.00** an increase over 2024/2025 of **£7035.00** or 7% this was approved unanimously for members.

**136/24:** Clerk presented the Shop and building budget for 2024/2025 which shows a small surplus however this will be reviewed finally when the building project is completed in early December.

**137/24:** Clerk presented the cash flow projections and reserves listing which will be finalised prior to the precept setting in December.

### **138/24: NEW MATTERS OF CONSIDERATION (Decisions to be taken)**

#### **139/24: CONSIDERATION OF A NEW TOILET BLOCK CONTRACT FROM NOVEMBER**

The Council has received two quotes for a new cleaning contract. The contract will be significantly increased as a result of previous commitments by the previous SDC in place since 2006. The two contract quotes as follows. Current Contract £1400.00 per annum

2 visits weekly Somerset Clean Surroundings = £6999.00 per annum

2 Visits weekly Cleanz Weston super Mare = £3588.00 per annum

The Parish Council voted unanimously to agree a 12 month contract with Cleanz who currently undertake Parish Hall and School with good referrals . The council will also request a summary of the contract and its contents.

## **140/24: THE BUILDING PROJECT**

### **Loans and Finance**

**1840**

**141/2024:** All finance is currently budgeted and balanced and will be reviewed at the end of the project

### **142/24: Building Matters**

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The build is due to be handed over to the Parish Council on the 22nd November and will subsequently be leased to the shop management Committee.

### **143/24: The Lease**

The legal process is nearly completed and all documentation has been forwarded to Holley and Steer who will pass the papers to Clark Wilmott Clark for verification and ultimately to register the lease. A small change to original covenant is being made and Somerset Council

will sanction the change by a legal clause in the original documents and this work is being undertaken by Holley and Steer.

### **144/24: PLAY AREA UPGRADES**

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The Parish Council is waiting on 1 further grant and will be ready to give the go ahead to the GB Sports quote of £20553.00 as previously agreed in October

### **145/24: RAILWAY BRIDGE AND CROSSING LOCATIONS SIGNAGE**

The offer by Network rail to fund the Samaritan signage is moving forward and there a few matters on locations to confirm.

### **146/24: ANPR Updates**

The data received and being transmitted to the ANPR Unit is now being downloaded and being forwarded to the Avon and Somerset Police who will in the first instance write letters to those owners exceeding the prescribed limits. Further action may be taken with repeat offenders by the Police.

### **147/24: MATTERS OF REPORT**

No Matters of report

### **Meeting closed at 8.30pm**

### **DATE OF NEXT MEETING**

The Next main meeting of the Parish Council will be on **December 4th** at 7pm in the Jubilee room of the Parish Hall. Surgery **December 3rd 2024** 10am to 12 noon. A provisional meeting if required will be on **20th November 2024** for urgent planning matters

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).*