

# BRENT KNOLL PARISH COUNCIL

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

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## Public Session

## MINUTES

## APCM

**Minutes** of the Meeting of **Brent Knoll Parish Council** on **Wednesday 1st May 2024** at 7pm when the following business was transacted.

### PRESENT

Cllr Borland, **Cllr Filmer, (Chairman)** Cllr A Holmes, Cllr A Reason, Cllr C Townsend, and Owen Cullwick Clerk. There were 3members of the public at the start of this meeting.

**01/24:** Election of a Chairman to serve during 2024/2025 Cllr M Borland took the chair to open the meeting and requested nominations for the Chairman for the forthcoming year 2024/2025. There was one nomination Cllr Filmer and Cllr Filmer was elected by a unanimous vote of the Parish Council. Cllr Filmer therefore took the chair for the remainder of the meeting.

**02/24:** A declaration of office was signed at the meeting and was signed by both the Chairman and the Clerk in front of the assembled meeting.

### **03/24: TO RECEIVE APOLOGIES AND REASONS GIVEN**

Cllr J Gray , Cllr M Kingscote Cllr D Knott and Cllr j Mathews apologies were accepted

### **04/24: DECLARATIONS OF INTERESTS**

The Clerk made a request to the Parish Council to further re state the dispensation clause following the resolution made on 5th October 2022 under minute ref 91/22. This small change to be considered to reflect some small changes within the dispensation recommendations.

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** and **Cllr J Mathews**. 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

meeting becoming non quorate. The shop has received a very high level of support as outlined in a public engagement exercise in November 2022.

**05/24:** This resolution to approve was accepted unanimously by the assembled membership of the Parish Council.

**06/24: Cllr Filmer** Other Registerable interest (ORI) on all matters relating to his role as Councillor for the Somerset Council. Also on matters relating to the Somerset Playing Fields association as a current member and matters relating to the Parish Hall.

**07/24: MINUTES OF THE PREVIOUS MEETING**

The Minutes of the 3rd April and 17th April 2024 were accepted unanimously by the Parish Council.

**08/24: ELECTION OF OFFICERS FOR 2024/2025**

<b><u>Vice Chairman:</u></b>	Nomination Cllr D Knott Elected Unanimously
<b><u>Planning Team:</u></b>	Nominations Cllr C Townsend, Cllr D Knott and Cllr J Gray Elected Unanimously
<b><u>Footpaths team:</u></b>	Nominations Cllr A Reason Cllr C Townsend and Cllr J Gray Elected Unanimously
<b><u>Highways Link:</u></b>	Nominations Cllr M Borland Elected Unanimously
<b><u>Shop Group:</u></b>	Nominations Cllr A Reason, Cllr D Knott and Cllr A Holmes Elected Unanimously
<b><u>Building Group:</u></b>	Nominations Cllr R Filmer , Cllr C Townsend and Cllr M Borland Elected Unanimously
<b><u>Staffing / Audit:</u></b>	Nominations Cllr R Filmer Cllr C Townsend and Cllr A Holmes Elected Unanimously
<b><u>Signatories:</u></b>	Nominations Cllr A Reason , Cllr R Filmer Cllr C Townsend and Cllr A Holmes Elected Unanimously
<b><u>Flagmaster:</u></b>	Nomination Cllr A Reason Elected Unanimously
<b><u>SALC Rep:</u></b>	Nominated Cllr R Filmer Elected Unanimously
<b><u>LCN Rep:</u></b>	Nominated Cllr C Townsend Elected Unanimously

**09/24: THE CLERK UPDATE**

The clerk updated the meeting on the following matters

- ◆ The clerk updated meeting on impending surgery
- ◆ Parish Surgery Issues updated / specifically related to speed concerns
- ◆ Training events / Playing Fields association
- ◆ Clerk informed the Council of his role as internal auditor for North Curry PC ( Non Fee )

**09/24: WORKING GROUP REPORTS**

**The Footpaths Team**

Concerns raised at Windy Ridge where signs have been removed some vandalism to the

- ◆ A request to obtain quotes for a laminated sign marking the footpath routes also highlighting the need for dog owners to ensure that dogs are kept on leads The clerk will obtain a quote from Arien Signs
- ◆ Notices to be placed in the next BKN regarding problems with dog fouling in Body's Lane and Middle Street

### **Highways Team**

Concerns raised about the recycling vehicles having difficulty negotiating Cedar Close due to parked vehicles near the corner. The vehicles concerned are not residents of Cedar Close and Cllr Filmer will take up the matter with Homes in Sedgemoor and Somerset Waste Partnership Cllrs C Townsend and Cllr A Reason will do a local repair to the verges.

### **The Village Green / Car Park / Toilet**

#### The Green

No Specific Report although it was noted as very wet and muddy on the green

#### The Car Park / Toilets

Main Issue is the repaired ground after the NG work which will settle in due course and the need for removal of the fencing. The Ash tree suffering Ash Die Back will be the subject of a further TPO application for removal during the growth season and the requirement by the new planning authority to assess its health status.

#### Graffiti

There will be an attempt to remove graffiti on the play area and Cllr A Reason will try the use of non toxic material to attempt clean up before consideration of more abrasive materials.

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

There were no meetings by this group during April

### **The Buildings working group**

There was one meeting 25th April between Paul Martin the clerk and members of the shop group on matters relating to internal shop fits.

### **The Shop Working Group**

No report

### **Somerset Council member report**

Cllr Filmer reported on the following matters

- (i) Continuing Tight Budget
- (ii) Publicised Commercial Investment Aztec West / Council to terminate Lease

**1811**

- (iii) Suez contractor re negotiating County contract due to increase costs
- (iv) Insufficient volunteers for redundancy leading to enforced job losses

**10/24: FINANCIAL MATTERS AND PAYMENTS**

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

**11/24:** To approve Statutory Payments for May 2024 Unanimous with small amendments to resolution to approve Unanimous

Playing Fields Association Subscription 2024	£ 15.00 (No Vat)
Somerset Air Ambulance attendance fee	£ 50.00 (No Vat)
Groundworks to footpath rear of the Church	£ 720.00(£120.00)
Somerset Council invoice Hill Lane Bin maintenance	£ 232.87(£38.81)
Water 2 Business Services	£ 426.98(No Vat)
Richard Young (Internal Audit Fee)	£ 30.00 (No Vat)
Brent Knoll Parish Hall room Hire	£159.00 (No Vat)
Aqua Blast Drainage repair	£138.00 (23.00)
Advanced Resolution to approve Insurance May 2024	June deferral Quotes
Paul Martin April Invoice for Project Management / JCT	£1117.85 (No Vat)

**12/24:** To approve variable Payments for May 2024 Majority one abstension

**13/24: Other Financial matters**

To approve the pre circulated Monthly Budget and including transfer of £50,000.00 of precept funding to interest bearing reserves agreed unanimously.

**14/24: NEW MATTERS OF CONSIDERATION (Decisions to be taken)**

**Building matters for the forthcoming new build project**

**15/24: PWLB Loan update**

Confirmation of Tranche no 1 of loan drawdown of £40,000.00 with a second to follow in May

**16/24: JCT Contracts**

Now signed with a start date of 28th May 2024

Telephone Box re location in front of shop to be paid for by grant funding agreed unanimously.

Additional external power provision in front of new public toilets agreed unanimously

**17/24: The Lease**

Lease draft now received and shared with shop Solicitors to be circulated to members in confidence over the coming days

**1812**

**18/24: The ANPR**

The Council in discussions with the Police regarding data transfer from the successful installation of the new ANPR unit

**19/24: Annual Parish Meeting (Review)**

Generally very well received with 28 members of the public in attendance and good comments made after the meeting

**20/24: Suitable kit required**

**A request for a number of items including**

Hi Vis Jackets

Signage

Drain Lifting kit

Forks

A total cost of £500 .00 approved unanimously

**21/24: Footpath Flooding rear of Church**

Internal drainage board met on site with Cllr Filmer and Cllr Knott. Agreed for more maintenance on Ryne opposite IvyClad Hall and IDB to take into view rhyne from Church Lane to Hill Lane. Further discussion required with Somerset Council as local lead flood authority re grill opposite Ball Copse Hall entrance. Decisions made to approach drainage engineer recommended by IDB re finding a solution to flood issues behind the Church and to talk with land owners who will need to be involved.

**22/24: Co-option Process**

The clerk outlined the statutory notice period ending on the 8th May after which time the Council will be able to instigate the required advertising for new members ( two) to replace Cllrs Woods and Povey. the meeting resolved to approve this action being taken immediately after the 8th May and a meeting to consider applications either at a June provisional or July meeting

**23/24: Fish and Chip and Pizza Van review**

This has been deemed to be a successful and popular trial and the Council is happy to confirm the longer term permissions to the vendor

**24/24: MATTERS OF REPORT**

No matters

**Meeting closed at 8.17pm**

**DATE OF NEXT MEETING**

The Next main meeting of the Parish Council will be on **June 3rd** at 7pm in the Jubilee room of the Parish Hall. May Surgery June 2nd 2024 10am to 12 noon. A provisional meeting on May 15th if required

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).*