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# 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 3rd January 2024** at 7pm when the following business was transacted.

### PRESENT

**Cllr Filmer, (Chairman)** Cllr Gray, Cllr Kingscote, Cllr Knott, Cllr Mathews, Cllr Reason, Cllr Woods and Owen Cullwick Clerk. There were 6 members of the public at the start of this meeting.

### 180/23: TO RECEIVE APOLOGIES AND REASONS GIVEN

Cllr Townsend, Cllr, Povey, Cllr Borland, Cllr A Holmes reasons given and accepted unanimously.

### 181/23: DECLARATIONS OF INTERESTS

Cllr Filmer Other Registerable interest (ORI) on all matters relating to his role as Councillor for the 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, Cllr Mathews, and declared (ORIs) reflecting their shareholding in the Community shop. Cllr Filmer declared (NRI) on consideration of grant payment in respect of a grant request for the tap refurbishment project.

### 182/23: MINUTES OF THE PREVIOUS MEETING

The Minutes were accepted by the meeting held on the 6th December and the 20th December were accepted by a unanimous decision and signed by the chairman

**183/23: PLANNING APPLICATIONS FOR CONSIDERATION BY THE PARISH COUNCIL**

**No Planning matters for consultation at this meeting**

**184/23: THE CLERK UPDATE**

The clerk updated the meeting on the following matters

- (a) Social Media Policy (following recent activity) document distributed
- (b) Parish Surgery update from Tuesday 2nd January

**Surgery topics noted by the Clerk**

North Bank of the Churchyard Strimming.  
 Yellow Lines request Church Lane (Church area)  
 Flood Action group participation.  
 Wick Lane / Middle Street.  
 30 mph repeater signs need cleaning.  
 Speed watch ANPR Progress.

**185/23: WORKING GROUP REPORTS FOR December 2023**

**The Footpaths Team**

- (a) All footpaths reported as wet and muddy due to the amount of water.
- (b) National Trust Steps now need urgent repair.
- (c) Severe Drainage Issues.
- (d) Stile Disintegrating stile near reservoir between AX 81 /AX 84 Chris East to be Contacted at Somerset Council to request a Bristol Gate.

**Highways Team and Flooding concerns**

- (a) Pavement opposite Westcroft Farm in a poor state report to highways
- (b) Some road closures imminent in Brent Street as notified
- (c) Scalpings have now been placed in Ham Road where the road had broken up

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

**The Green**

Generally as good as can be due to amount of water.

- (i) There was no litter found during inspection.
- (ii) The play area is looking in need of some general tidy up/ painting etc  
The Muga surface will need building up due to water logging
- (iii) The National Grid fence on the right of the green has been reported to them and Clerk will contact them again for action before PC Will remove
- (iv) Generally extremely muddy and hard to walk on the green

The Car Park / Toilets

As good as could be reasonably expected  
 Toilets were clean and functional  
 Hand dryer in ladies did not appear to be working consistently  
 No evidence of leaks

The Staffing / Audit Working Group

No meetings held recently

The Buildings working group

No meetings held since the last meeting

The Shop Working Group

No meetings were held since the last meeting

Somerset Council member report

Cllr Filmer reported on the following matters

- (i) 80 to 100 million gap in finances
- (ii) Feb announcement on budget, consultation process underway on line
- (iii) Waste hardcore disposal no longer chargeable
- (iv) Rubbish Collection changes in due course
- (v) Phosphate Mitigation under way

186/23: FINANCIAL MATTERS AND PAYMENTS

Statutory Payments Listing for **January 2024** 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
- (d) PATA
- (e) Nichols Facilities Management

187/23: Statutory Payments resolution to approve for the month of January 3rd 2024

Variable Payments Listing for December 2023

Office expenditure and allowances for October to December 2023	<b>£360.63</b>
Website management fee for 2023/2024	<b>£630.00</b>

188/23: It was resolved to make these variable payments unanimously

**189/23: GRANT REQUESTS FOR 2023/2024**

The Parish Council considered this year's grant requests for local organisations and made the following decisions.

- (a) The Somerset and Dorset Air Ambulance in the sum of £250.00 (Majority)
- (b) Re engage a local support charity in the sum of £250.00 (Unanimous)
- (c) Local heritage tap refurbishment in the sum of £250.00 (Majority)
- (d) The Somerset CAB In the sum of £250.00 (Majority)

**190/23: NEW MATTERS OF CONSIDERATION (Decisions to be taken)****191/23: ANPR Progress and moving forward**

Delivery arranged for January 17th 2024

**192/23: The Community Shop matters not considered under the working group)****The Tendering Process**

(i) This is an ongoing process for seeking further checks and information from the 4 tenders received by the Parish Council and the clerk updated confidentially by ID Code the various stages of these enquiries. It is expected that a provisional single item agenda to consider may be set for January 17th if the information is forth coming by that date

**Legal Drafting**

(ii) The Council Solicitor has now drafted a provisional heads of terms leasing document for consideration by both the Shop working group/ Shop management team and ultimately the full Council to approve.

**Buildings working group**

(iii) It was resolved that the buildings working group be authorised to exercise some low level of additional powers for urgent decisions between meetings on the building project with a provisional sum of no more than £1000.00 which will ultimately be brought to a subsequent full meeting of the Council for ratification ( Majority resolution)

**193/23 Appointment of Internal Auditor**

Resolution ( Unanimous) to appoint Richard Young as the internal auditor for this year's accounting statements 2023/2024

**194/23: Considerations of speaker/ format for APM**

To be considered further at the February meeting.

**195/23: First Aid Training**

Ongoing and deferred

**196/23: Strimmer Purchase for Parish Council**

This is ongoing research by Cllr Knott

**197/23: Flood Action Group**

The flood action group identified need in December 2023 has been re-instated with the following members

Cllr D Knott (Lead)

Cllr R Filmer

Cllr A Povey

Cllr A Reason

Mr Stuart Hacker

Dr Gerrard Keele

Mr Bill Biggs

Mr Andrew Warren

Mr Chris Smith

This group will meet shortly to formulate and update a policy of operation for future emergency situations.

**198/23: Trial of Fish and Chip Van**

A trial for an alternate week operation of a Fish and Chip van to be sited on the Car Park will continue until March/ April and then will be subject to a final review by the Parish Council for continuation. This was a majority decision

**199/23: MATTERS OF REPORT****Agenda Items for February 2024**

A matter relating to Standing orders was requested by one member

**Meeting closed at 8.30pm**

**DATE OF NEXT MEETING**

The Next main meeting of the Parish Council will be on **February 7th 2024** at 7pm in the Jubilee room of the Parish Hall. A provisional meeting of the Parish Council to be held on **17th January 2024 if required** Parish Surgery **February 6th 2024** Jubilee Room 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).*