

# BRENT KNOLL PARISH COUNCIL

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

Owen J Cullwick  
Clerk to the Parish Council  
Tel No: 07917 445215



4, Lockyer's Field  
North Curry  
Taunton Somerset TA3 6FB

Email  
[clerk@brentknollpc.co.uk](mailto:clerk@brentknollpc.co.uk)

## MINUTES

Minutes of the Meeting of Brent Knoll Parish Council on  
**Wednesday 5th November**  
at 7pm when the following  
Business was transacted.

### PRESENT

Cllr R Filmer, (Chairman) Cllr J Gray, Cllr D Knott, Cllr A Povey, Cllr J Rees, Cllr C Townsend, Cllr T Woods, Cllr C Woodward, Owen Cullwick Clerk. There were no members from the public at this meeting.

### **93/25: TO RECEIVE APOLOGIES AND REASONS GIVEN**

Apologies received from Cllr M Borland, Cllr A Holmes and Cllr R Reason and were accepted by the Parish Council

### **94/25: DECLARATIONS OF INTERESTS**

Cllr Filmer Other Registerable interest (ORI) on all matters relating to his role as Councillor for Somerset Council. Cllr C Woodward a DPI on planning application no 07/25/00027 as the existing owner of the property being discussed.

### **95/25: MINUTES OF THE PREVIOUS MEETINGS**

The Minutes of the meeting held on the 1st October 2025 and were accepted as a true record of the meeting and this was unanimous

### **96/25: PUBLIC SESSION**

There were no public requests for addressing the Council at this meeting.

### **97/25: PLANNING MATTERS**

Cllr C Woodward left the meeting at this point due to her declaration of pecuniary interest

**07/25/00027:** Variation of condition 2 of planning permission **07/24/00008** (Erection of extension to East Elevation, Erection of extension to West Elevation on site of existing conservatory (to be demolished) and erection of terrace and steps into rear garden to amend the approved plans in schedule A. **At 157, Brent Street Brent Knoll TA9 4BE**

**Response:** The Parish Council supported this proposal on the grounds of property enhancement in keeping with surrounding street scene. This was by a majority with abstention.

Cllr C Woodward returned to the meeting at this point

#### **98/25: CLERKS REPORT**

(a) Surgery report on two matters including a stile/ gate issue in Burton Row and a PIR Functioning issue at the toilet block

#### **99/25: WORKING GROUP REPORTS**

##### **The Footpaths Team**

(a) A decision to install 2 Kissing gates on Path AX8/1 replacing two damaged stiles. To request a kissing gate from Chris East Somerset Council to obtain quotes for the installation of the kissing gates.

##### **100/25: Highways Team**

(a) Subsidence as reported in Station Road Railway Bridge which appears to be sinking to follow up with Highways  
 (b) Middle Street entrance a fencing being damaged by tractors entering the area and we await 2 quotes to resolve the issue.

##### **101/25: The Green/ Car Park/ Surrounds**

Cllr A Holmes to report on any October matters in due course  
 Cllr A Povey will undertake the green rota for November

(a) The PIR Light functioning to be looked at in due course at the toilet block  
 (b) The Parish Council received a Playing Fields award for the Village Green including winners cup certificate and £100.00 first prize.

##### **102/25: The Staffing / Audit Working Group**

Meeting was held on 27th October to complete an internal audit as per requirements and to consider the budget for 2026/2027

##### **103/25: The Buildings/ Shop working group.**

There were no Buildings group meetings planned at present

##### **104/25: Flood Action Group**

**105/25: Village Contract review group**

No Meetings however consideration of new contract under a separate minute below

**106/25: IT Working Group**

Cllr C Woodward held a questions and answers session with Aubergine ( specialist Council website providers) and was satisfied that they would be able to provide a good functioning website compatible with all requirements with a couple of proviso's which Cllr Woodward will discuss with Aubergine. Council resolved that subject to these being agreed the Parish Council proceed with Aubergine at accost of £499.00 plus Vat with a target date of implementation by 2026.

The council agreed a new Laptop from Laptops Direct will be purchased in November together with Office 365 Subscription at a total cost of £584.00.

**107/25: Updating Council Policies**

No Policy Updates at this meeting

**108/25: The Somerset Council report ( Cllr R Filmer )**

- (i) 3 Million staffing project currently being processed
- (ii) The end of the planning lockdown period good practice charter being proposed
- (iii) Sunday Parking Charges Consultation has ended and Scrutiny will examine the results prior to final decision being made
- (iv) Winter team ready to support the County when required

**109/25: FINANCIAL MATTERS AND PAYMENTS**

Payment List Statutory approval for November (Approved under Minute no (241/23 (March 5th 2025)

**110/25:** Approved Unanimously

To Consider variable Payment Listing **for November 2025**

*(resolution to approve)*

Room Hire Charges for the period 3rd June/30th Sept 2025	£140.00
Water 2 Business account for the period 14/03/22/09 DD	£326.06
Paul Dixon to install cycle racks village Car park/ board	£155.00
Paul Dixon repair of shop guttering	£45.00
Paul Dixon repair of Notice Board Bakers Field	£30.00
Clerks expenses and Office account July to September 2025	£308.91
To consider the remaining part of Steve Pinn invoice 748	£360.00
PWLB Payment for 17th November 2025 DD	£1456.43
Somerset Forge Milestone A38 (contributed by local resident)	£ 474.00
Scribe Subscription for 2025/2026	£414.72
Somerset Council Rubbish bin Contract	£608.40.
<b><u>Total of Payments</u></b>	<b>£4318.52</b>

### Other Financial matters

- (i) 2026/2027 Budget review and comments raised and a further discussion to take place on 3rd December when the final budget and the precept will be agreed
- (ii) Payments List for October No questions raised
- (iii) The Village contract for 3 years with annual reviews was awarded to JP Mayo who along with two other contractors submitted a detailed tender this tender is in the sum of £8353.00 per annum. This contract will commence in April 2026 to March 2029 agreed unanimously.
- iv) The toilet cleaning contract has been awarded to Incleanz who is the current contract for the cleaning of Brent Knoll Toilet facility. This will be a 3 year contract starting in January 2026 with annual reviews on either side at a rate of £3588.00 per annum agreed unanimously
- (v) Play surface and other matters within the play area. A decision is taken to replace the safer surface under the Climbing Frame and the lower cost of £5323.00 including Vat this decision is subject to the Council achieving some contributions from grant support. Also the Abacus on the climbing frame £546.86 including the Vat and replacing the metal panel on the MUGA In the sum of £1172.40 including VAT the work to be carried out by GB Sports agreed unanimously.

### **111/25: NEW MATTERS OF CONSIDERATION (Decisions to be taken)**

#### **a) Damage to SID**

SID has been collected from Nichols and we await a final price for repair and batteries

- (b) Flood Group and Feedback from the preparedness day on the 15th October and this will be deferred until December 3rd.

#### **(e) Confidential Matter**

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

Agreed unanimously

### **112/25: MATTERS OF REPORT**

Defibrillator Signage Invoice  
PIR Adjustments  
Guides request for grant funding

### **Meeting closed at 8.55pm**

### **DATE OF NEXT MEETING**

The next full meeting of the Parish Council will be **December 3rd** at 7pm Parish Surgery on **December 2nd** 10am to 12 Noon.

