

## **Minutes of the Meeting of Brewham Parish Council held in Brewham Village Hall on Tuesday, 11<sup>th</sup> May 2021**

**Present:** David Dabinett (Chair), Eddie Harper, Richard Hiscock & Patricia Stainton.

**In attendance:** Sue Price (Clerk) & five members of the public.

The Chairman welcomed everyone to the meeting.

1. **Apologies for Absence:**

Apologies for absence had been received from Robert Jackson, Anna Groskop (County Councillor), Robin Bastable (District Councillor) & PCSO Tim Russell.

2. **Declarations of Interest:**

There were no declarations of interest.

3. **Election of Chairman of Brewham Parish Council for the year 2021/22:**

Patricia Stainton proposed that David Dabinett be elected Chairman of Brewham Parish Council for the year 2021/22. This was seconded by Eddie Harper and agreed unanimously. David Dabinett then signed the declaration of acceptance of office.

4. **Election of Vice-Chairman of Brewham Parish Council for the year 2020/21:**

David Dabinett proposed that Patricia Stainton be elected Vice-Chairman of Brewham Parish Council for the year 2021/22. This was seconded by Richard Hiscock and agreed unanimously. Patricia Stainton then signed the declaration of acceptance of office.

5. **Minutes of the Meeting held on 9<sup>th</sup> March 2021:**

The minutes of the 9<sup>th</sup> March 2021 meeting were unanimously approved and signed as a correct record by the Chairman.

6. **Matters Arising:**

There were no matters arising that would not be dealt with elsewhere.

7. **Financial Business:**

i. **Financial transactions:**

The Clerk reported that the precept of £4,000 had been received and that there had been more income than expected for the Burial Ground Fund. The payments agreed at the March meeting had all been made.

The financial transactions for the period 9<sup>th</sup> March-10<sup>th</sup> May 2021 were as follows:

Bank balances brought forward at 9 <sup>th</sup> March 2021	£4,363.15
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**Income**

Interest on HSBC Money Manager Account	0.01
Miles Funeral Directors – burial fee for the late Mrs B Garrett	50.00
R Garrett – purchase of burial plot for the late Mrs B Garrett	140.00
South Somerset District Council – precept for the year 2021/22	4,000.00
P Jackson – purchase of a burial plot	140.00
Trotman Funeral Directors – burial fee for the late Mrs P Keirl	40.00
Forsey & Sons – fee for additional inscription on tablet	12.00
Forsey & Sons – fee for headstone for the late Mrs Mott	70.00

### Expenditure

Brewham Village Hall Committee – donation to Village Hall restoration fund	250.00
Brewham PCC – donation to St John The Baptist Church	250.00
Mrs S Price / HMRC – Clerk’s salary 2020/21 and PAYE	1,000.00
Water2Business – annual water charge for Churchyard tap	82.42

The Clerk explained that when the budget was approved at the January 2021 meeting it had been agreed to precept for £1,000 for the Burial Ground Fund. However, since then there has been exceptionally high income into the Burial Ground Fund and the Clerk was therefore recommending that £500 be precepted into this Fund and £500 into the Reserve Fund in order to bring the reserves back to the level previously agreed before it was necessary to withdraw £500 towards the cost of the repairs to the Burial Ground wall in the financial year 2019/20. This recommendation was agreed although Patricia Stainton queried whether a further donation could be made to the Village Hall Restoration Fund. It was decided that it was too early in the year to make donations but that it might be possible to do so before March 2022 when any donations would normally be made.

### The Fund balances at 10th May 2021 were therefore:

General Fund	£4,455.76
Burial Ground Fund	1,276.98
Reserve Fund	1,500.00

### Represented by Bank a/cs:

National Savings Bank Investment a/c	£851.55
HSBC Savings a/c	241.36
HSBC Community a/c	6,139.83

Total £7,232.74

Bank balances carried forward at 10<sup>th</sup> May 2021 £7,232.74

- ii. The Clerk requested approval for payment of the following:  
Came & Company – annual insurance -£338.40  
Clive Thorman – 1<sup>st</sup> payment for the mowing of the Burial Ground - £350.00  
Brewham Village Hall Committee – hire of Village Hall May & July - £17.00

**It was unanimously agreed** that these payments be made.

- iii. Review of Risk Assessment:

The Clerk had updated the risk assessment for the current year for approval by Councillors. **It was agreed** that the risk assessment was adequate and it was re-adopted unanimously.

- iv. Certificate of Exemption for the year ended 31<sup>st</sup> March 2020

Because the annual income/expenditure is less than £25,000 the accounts do not have to be externally audited unless we wish to pay for this. In the last two years it was agreed that because the accounts are still prepared in the normal way as if they were to be submitted, are internally audited, posted on the website and everything is available for anyone to scrutinise for at least 30 working days, that this was not a necessary expense. **It was agreed** that unless there were any queries or requests an external audit was not a necessary expenditure and **it was unanimously agreed that the Chairman should sign this and the Clerk submit to PKF Littlejohn.**

- v. Annual Governance Statement for the year ended 31<sup>st</sup> March 2021:

The Chairman took members through the Annual Governance Statement and **it was agreed** that the Council could answer ‘Yes’ to each of the statements contained in this statement apart from the reference to the Council as the sole trustee of a trust fund or

assets as this is not applicable. **The Governance Statement for 2020/21 was approved unanimously and signed by the Chairman.**

vi. Statement of Accounts for the year ended 31<sup>st</sup> March 2021:

Copies of the accounts had been circulated. They had once again been internally audited by Charlie Lane. It was noted that he was not able to confirm that the information on the website was up to date. The old website had crashed and Stuart Turnbull is in the process of building a new one but this has not yet been completed although since the internal audit he has uploaded the documents ensuring everything is up to date.

There were no queries and the **Accounting Statements for 2020/21 were approved unanimously and signed by the Chairman.**

The Parish Council expressed their thanks to Charlie Lane for carrying out the internal audit.

8. **Planning Applications:**

There were no outstanding planning applications and none have been received since the March meeting.

The Clerk will ask Robin Bastable to update on the current situation in the SSDC Planning Department.

9. **Burial Ground & Churchyard:**

David Nye reported that the cowslips are flowering very well and the grass is just beginning to grow. He has been listening to online lectures about the wilding of churchyards given by Wilder Churches, a new partnership initiative between the Diocese of Bath & Wells and Somerset Wildlife Trust. The next one will be held on 30<sup>th</sup> June.

The gatepost is still awaiting repair.

Councillors thanked Paul Brett for repairing the noticeboard inside the Church gate and the notices have been updated.

The Chairman reported that Clive Thorman is unwell and currently in hospital. As he has already done some mowing and did not charge for additional mowing at the end of last season **it was agreed** that a payment of £350 be made to him. If Clive Thorman is not able to continue mowing the grass this season it was suggested that Michael Gardner or Terry Wyatt might take this on temporarily.

10. **Roads:**

i. Outstanding matters:

The potholes on Tower Road had been mended but new ones are now appearing. The subsidence / broken road surfaces at Border and Bedlamgreen are still awaiting repair.

The drains throughout the village have been jetted although the Clerk has reported that two on Tower Road were not done and remain blocked.

ii. New matters:

Although parts of the road at Border have been marked for repair there are further areas past these towards Cooks Farm that need repair. More potholes are appearing in Street Lane and the surface on Strap Lane needs repair.

11. **Footpaths & Bridleways:**

i. **Outstanding matters:**

There has been no progress on the blocked footpath at Swanton Farm or the broken stiles on other footpaths and the Clerk is pursuing these with the new footpath officer for the area.

12. **Update on the Village Hall Restoration Project & Parish Plan**

James Coward reported that good progress has been made. The cost of the second phase will be £235,000 including VAT. £130k has already been secured, a large part of this was the Viridor grant. Results of applications to Garfield Weston and the National Lottery Community Fund are awaited and if either of these are unsuccessful then there are further funders to whom applications can be made.

Parish Councillors congratulated the whole team and Cath Coward and Caroline Rathbone in particular for all the time they have spent on submitting the various applications.

The work on phase two will start in September and it is envisaged that this will take in the region of six to eight months.

David Nye queried the cesspit which will have to be replaced and James Coward confirmed that there are funds to cover this in the general Village Hall account.

Due to the ongoing pandemic the Brewham Support Group has not held any meetings.

13. **Report from PCSO Tim Russell:**

PCSO Tim Russell was unable to attend the meeting but had sent a report. There were no incidents in the Brewham area. The NH Team and Response Officers continue to make regular patrols of the area and it should be noted that opportunist thieves are still touring looking for unlocked or poorly secured sheds and garages in order to take power tools, chain saws, mowers and similar items. Vans are still being broken into

1. **Correspondence Received:**

- a. Somerset Waste Partnership Briefing April 2021.
- b. Councillor Groskop's April & May Briefings.
- c. Somerset Waste Partnership Recycle More Messenger.
- d. Get SuSSed! Latest environment news from SSDC.
- e. Somerton & Wincanton Neighbourhood Police May Newsletter.
- f. Cranborne Chase ANOB What's Happening in May & June.
- g. Somerset Rivers Authority (SRA 2021-22 Enhanced Programme).
- h. Somerset County Council Covid updates.

2. **Dates of future meetings:**

The next meeting will be held in the Village Hall on Tuesday 13<sup>th</sup> July 2021.

Meetings for the remainder of the year will be held on Tuesdays, 14<sup>th</sup> September & 9<sup>th</sup> November 2021 and Tuesdays, 11<sup>th</sup> January & 8<sup>th</sup> March 2022.

14. **Open Forum:**

Ann Saxton asked when the post box opposite the Village Hall was going to be reinstated. The Clerk explained that she had been told by the post lady that it was being repaired but she had then received an email from Royal Mail stating that if there is already a post box within half a mile it might not be reinstated. She had written to Royal Mail setting out the reasons why there the need for this post box in this location and explaining that snails get into the other one in the village and eat whatever is posted. She is still awaiting confirmation that it will be put back.

Mary MacDonald Watson reported that the Village Hall Committee had raised about £1,200 with a plant sale, raffle and teas at the open garden at Holland Farm the previous Sunday.

Mr Nye asked who was responsible for the common land outside Jackdaw Cottage. The Chairman advised that he had mown it in the past and then the owners of Jackdaw Cottage had looked after it. When they moved Catherine Taylor had asked if she could look after it as a wildflower meadow but nothing had ever really been done. He confirmed that the Parish Council would be very happy for the current owner of Jackdaw Cottage to mow it if they wanted to.

The Chairman thanked the Clerk for all her work during the year and his fellow Councillors for their support.

There were no further questions or matters anyone wished to raise and there being no further business the meeting closed at 8.20pm.

These minutes were unanimously agreed and signed by the Chairman as a correct record at the 13<sup>th</sup> July 2021 Parish Council Meeting.