

Minutes of the Meeting of Brewham Parish Council held at the Old Red Lion, North Brewham, on Tuesday, 10th May 2022 following the Annual Meeting

Present: David Dabinett (Chair until item 3), Robert Jackson (Chair from item 3),
Eddie Harper, Richard Hiscock, Christopher Saxton & Patricia Stainton.

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

The Chairman welcomed everyone to the meeting.

1. **Apologies for Absence:**
Apologies for absence had been received from PCSO Tim Russell.
2. **Declarations of Interest:**
There were no declarations of interest.
3. **Election of Chairman of Brewham Parish Council for the year 2022/23:**
David Dabinett, the retiring Chairman, asked for nominations for Chairman for the year 2022/23. Richard Hiscock proposed that Robert Jackson be elected Chairman of Brewham Parish Council for the year 2022/23. This was seconded by Christopher Saxton and agreed unanimously. Robert Jackson then signed the declaration of acceptance of office.
4. **Election of Vice-Chairman of Brewham Parish Council for the year 2022/23:**
Robert Jackson proposed that Richard Hiscock be elected Vice-Chairman of Brewham Parish Council for the year 2022/23. This was seconded by Eddie Harper and agreed unanimously. Richard Hiscock then signed the declaration of acceptance of office.
5. **Minutes of the Meeting held on 8th March 2022:**
The minutes of the 8th March 2022 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. The payments agreed at the March meeting had all been made.

The financial transactions for the period 8th March-9th May 2022 were as follows:

Bank balances brought forward at 8 th March 2022	£5,262.54
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Income

Interest on HSBC Money Manager Account	0.01
South Somerset District Council – precept for the year 2022/23	4,000.00

Expenditure

The Old Red Lion - hire of meeting room for January & March meetings	20.00
Donation to Brewham Village Hall Restoration Fund	100.00
Christopher Saxton – fittings/ fitting bench and work on Burial Ground wall	272.95
Mrs S Price / HMRC – Clerk’s salary 2020/21 and PAYE	1,000.00
Christopher Saxton – removal of more undergrowth on Burial Ground wall	150.00

The Fund balances at 9th May 2022 were therefore:

General Fund	£4,970.12
Burial Ground Fund	1,220.48
Reserve Fund	1,500.00

Represented by Bank a/cs:

National Savings Bank Investment a/c	£851.64
HSBC Savings a/c	241.40
HSBC Community a/c	6,597.56

Total £7,690.60

Debtor

Water2Business – annual water charge for the tap in the Churchyard £84.74

Bank balances to include debtor £7,605.86

Bank balances carried forward at 9th May 2022 £7,690.60

- ii. The Clerk requested approval for payment of the following:
Gallagher – annual insurance - £394.64
Graham Kimber – 1st payment for the mowing of the Burial Ground - £500.00
The Old Red Lion – hire of meeting room May meeting - £10.00.

It was unanimously agreed that these payments be made.

The Clerk also requested that Councillors approve payment for the printing of Below the Tower when the invoice is received (c £550-600). **This was unanimously agreed.** The Clerk also advised that the possibility of fitting a plaque to the bench to commemorate the Platinum Jubilee had been discussed at an earlier meeting and **it was unanimously agreed** that a small plaque be purchased and engraved.

The Clerk reported that she had looked into moving the bank accounts from HSBC and the best two that do not appear to make any charges are the Co-op and Lloyds. An online application can be made for the Co-op whose website says it may take up to 12 weeks to open an account once they have all the details and Lloyds require a telephone call which she had been unable to do until possible new signatories were known. **It was agreed** that once the Clerk has spoken to Lloyds she will liaise with the Chairman about moving accounts. **It was further agreed** to close all the accounts in due course and just have the one for the time being given that only 0.13p interest was earned last year.

- 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 31st March 2022

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. Renewal of Insurance
The Clerk had obtained quotes for insurance and the current cover provided by Hiscox Insurance, via Gallagher, was the best although the cost has risen more than anticipated to £394.64. **It was unanimously agreed** that the insurance be renewed.
- vi. Annual Governance Statement for the year ended 31st March 2022:
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 statement is not applicable. **The Governance Statement for 2021/22 was approved unanimously and signed by the Chairman.**
- vii. Statement of Accounts for the year ended 31st March 2022:
Copies of the accounts had been circulated. They had once again been internally audited by Charlie Lane.

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. A new internal auditor will be appointed at the end of the current financial year as Charlie Lane has now audited the accounts for three years.

8. **Planning Applications:**

i. **Decisions on applications already considered by the Parish Council:**

- a. 21/03282/FUL – Dreamers Farm, Strap Lane, Brewham, BA10 0JW. Demolition of existing dwelling and agricultural buildings, including one with prior approval to convert to two dwellings, redevelopment of site by the erection of three dwellings and replacement agricultural building and associated landscaping and revised access arrangements. Application approved.
- b. 21/03176/HOU & 21/03177/LBC - Canwood House, Canwood Lane, BA10 0JN. The erection of a conservatory and pergola, construction of a courtyard, relocation of tennis court and associated landscaping. Application approved.
- c. 22/00239/FUL & 22/00249 – Land on Kingsettle Hill - Infrastructure application in respect of access, parking, drainage & landscaping works together with notification for prior approval for the change of use of agricultural barn to a dwelling house. There were no objections and it was considered it would smarten the area up to remove the old buildings. Application refused.

ii. **Applications received since the Parish Council's last meeting and discussed by email:**

- a. Ref. 22/00982/DPO - Hoofprints, Tile Hill, Brewham, BA10 0JY. Application to modify a S.52 Agreement pursuant to planning permission 811009. Decision awaited.

iii. **Application to be discussed:**

- b. Ref 22/00870/FUL – Land OS 7858, Hammer Street, Brewham, BA10 0JR. Proposed erection of a replacement Class B8 Storage Building. There were no objections and members of the Parish Council were happy to support this application.

iv. **New applications for consideration:**

No new applications had been received.

The Clerk reported that Chris Kelly, a consultant to SSDC Planning Department, had been in touch about Swanton Farm. He had visited recently and spoken to the livery yard manager who had not given him much information but put him in touch with the owner's PA to whom he had spoken and he was waiting to speak to the owner. He is concerned that the business appears to be expanding on what is currently agriculturally tied land and that Street Lane is not suitable for a large amount of traffic. He will keep the Clerk updated as the matter progresses.

9. **Burial Ground & Churchyard:**

David Nye reported that the Friends of Brewham Churchyard have cut a path in the closed Churchyard and all are enjoying the new bench. The cowslips and buttercups are flowering very well.

Christopher Saxton has cleared the wall at the back of the Burial Ground and some clearing on the wall by the roadside and Graham Kimber has been mowing and strimming the Burial Ground and Church path for a number of weeks..

10. **Roads:**

i. **Outstanding matters:**

The Highways Department have marked and filled in a number of potholes throughout the village and others are marked and awaiting repair.

ii. **New matters:**

There is a lot of water on Hassocks Lane and near Fisherton Cottage. The Clerk had seen Wessex Water inspecting the latter recently.

iii. **Mowing the common land on Charcroft Hill:**

During his time as a member of the Parish Council David Dabinett has mown the grass with the help of Nick Castle. He was happy to continue mowing but would need a contract in order to be covered for insurance and had suggested a yearly payment of £300 to cover his costs. Discussion took place about whether to let the grass grow and just mow it at the end of the season but it was thought that this would lead to lots of weeds such as dock and nettles growing. **It was agreed** that David Dabinett should continue to mow the common land for the Parish Council and the Clerk will draw up a contract and he will be paid £300 in September

11. **Footpaths & Bridleways:**

i. **Outstanding matters:**

Having had no reply to any of the emails she had sent to Eve Wynn about the blocked footpath at Swanton Farm, the Clerk had tried to contact the Rights of Way office at Somerset County Council and found a record that this had been reported in 2016 and was still outstanding. Following an email to them, Eve Wynn had contacted her to apologise for the delay but she had been having difficulty tracking down the current owner, looking at the planning portal and contacting the agents for numbers, etc. Now she has the details she will arrange to meet the current owner in the near future and will contact the Clerk once she has any more information although she cannot give a timescale due to other high priority work.

There has not been any progress on the broken stiles on footpaths in the parish or the rails on the bridge across the river on Cards Farm which are rotting.

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

Patricia Stainton reported that the work is very nearly finished and it planned to open the Village Hall on the 5th June for the Jubilee tea party. The metal doors had been put in and balustrades outside this week and the fire screen will be in before the end of the month. The remaining work is a small amount of snagging and redecorating.

David Nye asked whether there will be hand-rails on the ramp and Patricia Stainton confirmed that there will be.

David Dabinett asked about the high wire mesh fence that has gone up at the back of the Hall. He had understood that the plans had indicated that this would be a wooden trellis with plants rather than the wire mesh fence that has been erected. It was agreed that Patricia Stainton and David Nye would discuss this outside the meeting.

Discussion took place about the sewage treatment plant that needs to be installed, probably jointly for the use of the Village Hall and Mr & Mrs Nye's property. Quotes are being obtained and Cath Coward is trying to get a grant for this work and has approached the Lottery.

Ric Rogers reported that this year's edition of Below the Tower has been sent to the printers and he hopes to have copies in a couple of weeks and would like more volunteers to distribute copies in the parish. Avril Jackson and Zena Dabinett said they would be happy to volunteer. Parish Councillors thanked Ric Rogers for all the hard work involved in putting this publication together particularly as there had been so many people leaving and coming to the parish since the last edition.

The response to the bird count had been good and Caroline Rathbone is currently collating the responses.

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

PCSO Tim Russell was unable to attend the meeting but had sent a report which noted 10 incidents in the 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 and there is also an ongoing spate of catalytic converter thefts.

1. **Correspondence Received:**

- a. Somerset Waste Partnership April & May briefings.
- b. Somerset Wildlife Trust Big Bird Count.
- c. Councillor Groskop's April briefing.
- d. One West bulletin.
- e. Cranborne Chase & Chalke April newsletter.
- f. Get SuSSed April newsletter.

2. **Dates of future meetings:**

The next meeting will be held on Tuesday, 12th July 2022, hopefully in the Village Hall.

Dates for the remainder of the financial year are Tuesdays, 13th September & 8th November 2022 and Tuesdays, 10th January & 14th March 2023.

14. **Open Forum:**

David Dabinett thanked the Clerk for all her work during the year and presented her with a gift and he thanked his fellow Councillors for their support. Robert Jackson thanked David Dabinett for all he has done for the parish during his time as a member of the Parish Council and presented him with a gift from the Councillors and Clerk.

There were no further questions or matters anyone wished to raise and there being no further business the meeting closed at 8.40pm

These minutes were unanimously approved at the 12th July 2022 meeting of Brewham Parish Council and duly signed by the Chairman as a correct record