

EAST BRENT PARISH COUNCIL

Elaine Oliver (Clerk) 21 Quantock Rise, Pawlett, Somerset TA6 4SD
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Minutes of the meeting of East Brent Parish Council held at the Village Hall on Monday 11th May 2015 at 7.30pm, when the following business was transacted.

Present:

Cllr. B. Bees
Cllr. J. Bowden
Cllr. E. Champion
Cllr. N. Lloyd-Jones
Cllr. C. Loader
Cllr. V. Rawles
Cllr. W. Walker
Cllr. J. Webb
Cllr. B. Woodward

Also Present:

Mrs. E. Oliver (Parish Clerk)

Apologies:

Cllr. B. Filmer
Cllr. A. Gilling
Cllr. S. McGreavy

1. Apologies for Absence and Declarations of Interest.

The Clerk to East Brent Parish Council opened the meeting, received apologies and noted there were no declarations of interest. Agreement was given for councillors not at this meeting to complete the Declarations of Acceptance of Office prior to the next parish council meeting. The first matter of business was to elect a Parish Chairperson.

2 Annual Election of Chairperson and areas of responsibility.

Position of Responsibility in East Brent Parish Council	Councillor	Proposer	Seconded
Chairperson	Cllr. V. Rawles	Cllr. B. Woodward	Cllr. B. Walker
Vice-Chairperson	Cllr. J. Webb	Cllr. B. Woodward	Cllr. B. Walker
Councillor with Responsibility for Footpaths	Cllr. B. Walker	Cllr. J. Webb	Cllr. J. Bowden
Councillor with Responsibility for Young People*	Cllr. S. McGreavy	Cllr. B. Woodward	Cllr. J. Webb
Councillor with Responsibility for East Brent Village Hall	Cllr. B. Woodward	Cllr. J. Bowden	Cllr. J. Webb
Councillor with Responsibility for Planning**	Cllr. S. McGreavy & Cllr. E. Champion	Cllr. B. Walker	Cllr. J. Bowden
Councillor with Responsibility for Finance	Cllr. N. Lloyd-Jones	Cllr. E. Champion	Cllr. J. Webb
Councillor with Responsibility for Emergency Planning	Cllr. B. Bees	Cllr. B. Walker	Cllr. J. Bowden
Councillor with Responsibility for Website Co-ordination	Cllr. B. Walker	Cllr. J. Webb	Cllr. B. Woodward
Councillor with Responsibility for the Parish Environment***	Cllr. J. Bowden & Cllr. N. Lloyd-Jones	Cllr. E. Champion	Cllr. J. Webb

* Councillor McGreavy to confirm acceptance

** It was agreed there should be two Councillors for this role

*** It was agreed to have this as a new role

Cemetery Committee members confirmed as Cllr. J. Bowden, Cllr. V. Rawles, Cllr. B. Bees and Cllr. E. Champion.

3. Minutes of the meeting on Monday 13th April 2015.

The Minutes of this meeting were signed by the Chairperson as being a true and accurate reflection of the business carried out by this Parish Council on that date.

4. Matters Arising:

08/13 : Playing Field off Pill Road, Rooksbridge (Rooksbridge Playing Field)

(1) Update on activity from Cllr. N. Lloyd-Jones

- South Western Housing Society (SWHS) have agreed to donate £550 towards the gates and installation. There will be a photo shoot of the cheque being handed over from Donna Johnson, Chief Executive to Cllr. Rawles on May 12th.
- Dave Criddle, contractor, will be installing the gates. Sleepers and not concrete will be used for future ease of movement and reduced installation costs.
- Two benches ordered from Glasdon - delivery is due Tuesday 19th or Wednesday 20th May. Delivered ready assembled at 80 kilos each.
- Jon Bethell and Nigel Phillips contacted to thank them for their quotes, but say they were not successful on this occasion.
- All quotes sent to clerk for records.
- No Entry sign attached on the gate the day they were installed and gates locked.
- Ordered, received and installed 4 x No Dog and Do Not Litter signs. Thanks to Cllr. B. Walker for putting them up.
- Two notices, one with wording and one with symbols, for Rules of Use of the facility have been designed and installed. Made by Aubrey Lewis and attached to the fence to the right on the gate. Agreed with SWHS.
- It was decided to order a larger (21 foot wide) than standard goal and for it to be installed on site
- Confirmed to Phil Collings that he has the grass cutting contract for the area. A first cut and strim was done on 1st May.
- Risk Assessment information and options were supplied by Sedgemoor District Council. The appropriate forms were completed and sent to Came & Company, the East Brent Parish Council insurance agent, which confirmed all information was acceptable.
- Budget to date and projected items for the first year is within the funding obtained. There will be approx. £2,000 to carry forward to next year.
- Opening. The No Entry sign has been removed and is ready to be used. It's hoped there will be a gradual build up of the numbers of people using it.
- April's Parish magazine did include a request for anyone who may wish to help monitor the area, but no replies to that have been received.

- The ongoing running of the facility needs to be considered. A monthly check list and incident report have been drafted and issues needing to be considered include:
 - (a) weekly / monthly site visits
 - (b) what if there are any reported issues - reports to who and then who follows up on these ?
 - (c) site closure actions - if required
 - (d) contact with the housing association on what is happening / how its running / their feedback etc.
 - (e) deciding when the grass is to be cut or banks need strimming

(2) The setting up of a playing field sub committee.

There was a discussion about the requirement for a sub committee to run the playing field. Cllr. V. Rawles, Cllr. B. Walker and Cllr. C. Loader have agreed to form the sub committee.

12/14 : The refurbishment of the playing field adjoining Brent Road, East Brent
Update from Cllr N. Lloyd-Jones

- Cllr. V. Rawles has written to SDC to thank them for the work undertaken.
- Dave Agget SDC has been contacted requesting the outstanding invoice is sent and regarding the overgrown pathway.
- Quotes have been received for repairing the entire fence as suggested at the last East Brent Parish Council meeting. Quotes varied between approx. £5000 - £7000. There was a discussion about whether it was best to repair the parts of the fence requiring repair or to replace the whole fence. It was proposed by Cllr. J. Webb and seconded by Cllr. E. Champion to repair the fence.
- Cllr. J. Webb will follow up the plaque on order.

04/13 : Parish Magazine

Trust Deed. This will be discussed at the June meeting.

13/15 : Submission of the Annual Audit of Accounts

Parish Council to sign off the end of year 2014/15 financial accounts and approve the Annual Return for submission to internal and external audit.

The clerk presented the accounts and the Annual Return. There had been an overstatement of £553 which has been accounted for in part by three outstanding cheques. It was noted that the cemetery land did not appear on the Asset Register and the clerk advised that all land whether owned or leased should be on the Register. This has been recorded in the supporting Annual Return paperwork and will be included next year. The accounts and Annual Return were approved and signed.

14/15 : Submission of a claim for a refund of VAT paid by the Council for the year 2014/15

A claim to be submitted was agreed.

30/12 : Update of building site

Cllr. B. Walker reiterated the previous correspondence with Mr Houlet at SDC and will write to him again following some resurfacing which has taken place to find out if any responsibility has been accepted and by who.

4. Planning.

New Planning applications

Application No:	24/15/00014
Parish/Town Council:	East Brent
Registered Date:	23/04/2015
Type:	Full Planning Permission
Applicant:	Welcome Break Holdings Ltd
Location:	Land at, Sedgemoor Motorway Services Area (M5 North Bound), BS24
Proposal:	Erection of detached drive thru coffee shop (use classes A3 and A5).
Case Officer:	Denise Todd
Full Application Link:	http://www.sedgemoor.gov.uk/planning_online/Details.aspx?App=24/15/00014

The planning application was discussed and acceptance proposed by Cllr. B.Walker and seconded by Cllr. N. Lloyd-Jones.

5. Financial Matters.

Distribution of a Budget and Spend 2014/15 review paper prepared by Cllr. Lloyd-Jones.

This was presented and agreed as satisfactory.

Credits received since the date of the last Parish Council meeting:-

Precept	April 2015 half yearly	£9104.42
Greenslade Taylor Hunt	Cemetery Account	£328.00

Approval given for the following payments from the Current account, Proposed by Cllr. B. Woodward and seconded by Cllr. B. Walker.

Mr N Lloyd-Jones	Reimbursement of dog signage	£27.80
Mr N Lloyd-Jones	Reimbursement of litter signage	£21.80
PGC Contracting	Contracted payment for works	£686.00
East Brent Parish Magazine	Payments due	£107.50
East Brent Village Hall Committee	2015/16 bookings	£198.00
Mrs Elaine Oliver	April salary and mileage	£451.80
Mr Dave Criddle	Supply and installation of gate	£582.00
SALC Membership	2015/16	£315.19
GB Sport & Leisure UK Ltd	Goalpost & Installation	£833.99

6. Correspondence : None, other than has already been circulated to Councillors.

7. Matters of Report :

(a) Chairman

There was a discussion about the possibility of changing the meeting week and night. It was agreed to keep the same arrangements.

(b) Members

Cllr. N. Lloyd-Jones will make enquiries about the work completed in Rooksbridge for grass cutting.

Cllr. J. Bowden noted that the kerb near the pub was raised and possible dangerous. The clerk will write to the pub owners.

The amenity land next to the Traveller site has been reported as having lots of dog mess. The clerk will write to SDC to ask about them managing the area.

Cllr. B. Walker reported that a rubbish pile at Strowlands had been on fire and destroyed.

(c) Clerk

Will update the Councillor Contact list and circulate.

The next meeting of East Brent Parish Council will be held on Monday 8th June 2015 at 7.30pm, in East Brent Village Hall.