

MEETING HELD ON 15th MAY 2025 AT BROMPTON RALPH VILLAGE HALL AT 7.30pm

Attendees: Councillors S Baker (Vice Chair), J Elliott (Chair), D Holmes, S Merritt, C Mowatt, A Sellick
P Bainbridge (Clerk)

Members of the Public: 2

1. **Election of Chair** – J Elliott was proposed by S Baker, seconded by A Sellick and was elected as Chair. A Declaration of Acceptance of Office of Chair was signed in the presence of the Clerk.
2. **Election of Vice Chair** – S Baker proposed by S Merritt, seconded by D Holmes and elected as Vice Chair.
3. **Open Forum** – no questions received from the public present.
4. **Apologies Received & Accepted:** P Heard
Apologies also Received: Somerset Council Councillors F Nicholson & S Pugsley
5. **Declarations of Interest** – none
6. **Minutes of the Previous Meeting** – It was agreed that the minutes of the meeting held on the 27th of February 2025 were a true and correct record and were signed by the Chair at the meeting.
7. **Citizens Advice West Somerset** – the Chief Officer of Citizens Advice West Somerset gave a presentation outlining the scope and work of the organisation. Councillors were interested to know if the extent of support given to rural areas and their communities was quantifiable. The Chair thanked the CO for attending.
8. **Somerset Councillor Reports** – none.
9. **To review and update:** S Baker proposed, D Holmes seconded, and the following were adopted* or reviewed.
 - i. Code of Conduct – No change.
 - ii. Standing Orders – the latest NALC document was reviewed and adopted.*
 - iii. Financial Regulations – the latest NALC document was reviewed and adopted.*
 - iv. Document Retention Policy – was adopted forming part of the requirements under GDPR.*
 - v. Banking Mandate & Signatories – Signatories remain as Cllr Elliott, Cllr Baker & Clerk
 - vi. The Asset Register – no change.
 - vii. Council's Subscriptions to other bodies – Somerset Association of Local Councils including NALC
 - viii. Regular Payments for the Financial Year: HugoFox Ltd via Direct Debit; Lloyds Banking Charges; Information Commissioner's Office Annual Fee via Direct Debit; Clerk's Wages and HMRC PAYE*
 - ix. Risk Assessment (Financial) – was reviewed with no changes made.
 - x. The Council's Insurance – No change to Long Term Agreement.
 - xi. Councillor Appointments or Representation on outside bodies – S Baker Exmoor LCN, J Elliott Village Hall Representative.
 - xii. List of payments made under S137 in 2024-25 – Royal British Legion Wreath £25
 - xiii. Schedule of Ordinary Meetings – Council to meet 5 times a year, the schedule arranged around statutory duties and the farming calendar.
10. **Matters Outstanding**
 - a. **Grass Cutting** – While much work and organisation had been undertaken by a volunteer, the contractor appointed for the remainder of the maintenance is unfortunately unable to continue. The Council delegated the Clerk to organise the grass cutting using the other quotes provided. Power used: Open Spaces Act 1906, s.10 b; LGA 1972 S.101 a
 - b. **War Memorial** – Three quotes had been received. C Mowatt proposed, A Sellick seconded to agree the quote for £2,485, the middle price of the three received as it also included the restoration of the chain link between the posts. The Clerk will now submit an application to the War Memorials Trust to help support the cleaning and restoration of the War Memorial. Power used: War Memorials (Local Authorities' Powers) Act 1923, s.1
11. **Planning Applications Received**
 - a. **3/02/25/002** Change of use from agricultural building and yard to be used for dining events (retention of works already undertaken) Rooks Nest Farm, Winters Lane to Elworthy Cross, Brompton Ralph, TA4 3PT – application beyond consultation period.

Planning Applications Awaiting Decision

- b. **3/02/25/001** Erection of 1 No. single storey dwelling, Land off Parish Quarry Road, Brompton Ralph
- c. **3/02/24/003** Conversion and alterations to barn include raising height of roof to form 1 No. self-contained annexe to be used in conjunction with main dwelling Bowdens Farm, Forches Cross to Cordings Ball, Clatworthy, TA4 2SN
- d. **3/02/21/001** Erection of 1 No. agricultural workers dwelling and garage Sandpit Meadows, Brompton Ralph to Gandstone Cross, Brompton Ralph, TA4 2RT

12. Finance

a. Payments for Approval

- i. Brompton Ralph Village Hall Hire 2024/25 - £80
 - ii. T Payne: Internal Auditor Fee - £100
 - iii. Somerset Association of Local Councils (including NALC) - £67.15
 - iv. Grass Cutting Village: Green D Randall - £125.00
 - v. Clerk's Wages – May & June @ £175.60 (including HMRC PAYE)
 - vi. Clerk's Expenses - £101.89
- D Holmes proposed and A Sellick seconded, and all payments approved.

b. Payments Already Made (Direct Debit)

- i. HugoFox Ltd Website – March, April, May 2024 @ £9.99 (+VAT) = £35.97
- ii. Information Commissioner's Office (IOC) Registration - £45.00
- iii. Lloyds Banking Charges – March '25 - £6.75 & April '25 - £6.25

c. Monies Received – Somerset Council Precept Payment - £5,058.00

d. Citizens Advice West Somerset request for support - S Baker proposed, C Mowat seconded, and it was agreed to give £150 to support their work, with a cheque written at the meeting. Power used: LGA 1972, section 142

e. Bank Reconciliations

- i. A reconciliation showing balance at bank on 31st March 2025 of £11,097.12 less unrepresented payments of £240.91 was checked against the bank statement and signed by C Mowat.
- ii. A reconciliation showing balance at bank on 30th April 2025 of £15895.97 less unrepresented payments of £175.60 was checked against the bank statement and signed by S Baker.

f. AGAR

- i. Internal Audit Report – received and noted.
- ii. Annual Governance Statement – D Holmes proposed, A Sellick seconded and approved.
- iii. Accounting Statements – S Baker proposed, S Merritt seconded and approved.
- iv. Certificate of Exemption – D Holmes proposed, S Baker seconded and approved.
- v. Exercise of Public Rights – the dates set are as suggested by external auditor and will begin on 3rd June ending on 14th July 2025.

The Certificate of Exemption will be submitted to the appointed auditor PKF Littlejohn LLP and the notice of the Exercise of Public Rights placed on the website and the noticeboard.

13. Local Community Network – The Clerk attended the March meeting held at Wheddon Cross, with the Vice Chair attending remotely. These meetings present an opportunity to be informed about actions by Somerset Council and to discuss issues that affect the parish with any of the officers present.

14. Clerk's Report & Correspondence – Email correspondence received included the following:

- A request for hatched markings at Hill View to prevent parking in front of steps. It was thought that a possible notice should be tried before a request was made to Somerset Council. Clerk to write back suggesting this.
- A request to purchase land previously leased to Taunton Deane District Council. The Clerk instructed to respond that the council notes the contents of the correspondence.

14. Councillors' Reports and Items for Future Agendas – PC's noticeboard for inclusion on an agenda.

15. Date of next meeting - Thursday 7th August 2024 at 7.30pm at Brompton Ralph Village Hall.

Chair Cllr J Elliott declared the meeting closed at 9.36 pm.

Chair:

Signed as a true and correct record

Date: