

Notice of the Annual Parish Council Meeting

Wednesday 21 May 2024 commencing at 7.30PM

The Parish Room, Abbey Community Centre, Yeovil BA22 3TL

All members of Brympton Parish Council are summoned to attend:

Cllr Joe Conway

Cllr Alan Flint

Cllr Lynn Goodby

Cllr Paul Herbert

Cllr Sarah Martin

Cllr Graham Pritchard – Chair

Cllr Ian Schafer

Cllr Peter Seib

Cllr Lynda Simonite

Cllr Roger Simonite – Vice chair

Cllr Jeny Snell

Cllr Adrian Wilkes

Julie Ferguson

Julie Ferguson – Brympton Parish Clerk

14 May 2025

Equality Act 2010

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Brympton Parish Council will be discussing all the items listed on the Agenda:

The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

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Clerk: Julie Ferguson

E-mail: clerk@brymptonparishcouncil.gov.uk

Tel: 01935 571008

PUBLIC COMMENT (15 minutes)

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

OUTSIDE REPORTS FROM REPRESENTATIVES

- **Police Crime Report (Clerk)**
- **Somerset Cllr Report**

AGENDA

25/1 ELECTION OF CHAIR – Sign Declaration of Acceptance of Office.

25/2 APOLOGIES FOR ABSENCE – To receive apologies for absence (LGA 1972 s85(1)).

25/3 DECLARATIONS OF INTEREST – *Agenda items to be clearly specified* Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).

25/4 ELECTION OF VICE CHAIR – Sign Declaration of Acceptance of Office.

25/5 MINUTES OF PREVIOUS MEETINGS

To **APPROVE** and sign the minutes of the parish council meeting held on 23 April 25 (LGA 1972 sch12,para41(1)).

25/6 ACTION LIST UPDATE. Appendix 1.

25/7 CHAIR'S ANNOUNCEMENTS

25/8 CLERK'S REPORT AND CORRESPONDENCE

- [Yeovil LCN Correspondence](#)
- [SC News and Bulletins](#)
- [Somerset Sight Fundraising Events 2025](#)
- [Somerset Wildlife Trust Press Release](#)
- [SALC Training Events – June 25](#)
- ACA Meeting Agendas and Minutes
- Agreed PC meeting locations and dates June 25 – May 26.

25/9 PLANNING – Decisions for **REPORT**.

25/10 PLANNING – Applications for **COMMENT**.

- [25/00835/HOU](#). 77 Bond Street Brympton Yeovil Somerset BA22 8SP. Proposed 2 Storey Side Extension

25/11 PLANNING/S106 – To **CONSIDER** a request from Somerset Council CIL/S106 Officer relating to planning application 05/00931/OUT – Lufton Site to deliver the S106 play and open space provisions, to include the following sums:

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NEAP (Phase 1)	131,000.00
NEAP (Phase 1) CS	45,143.00
Playing Field (Phase 1)	40,000.00
Playing Field (Phase 1) CS	30,359.00
LEAP (Phase 2)	52,500.00
LEAP (Phase 2) CS	27,618.50
LEAP (Phase 3)	52,500.00
LEAP (Phase 3) CS	27,618.50
MUGA (Phase 1)	100,400.00
MUGA (Phase 1) CS	8,000.00
Total	515,139.00

25/12 FINANCE – To NOTE April 25 receipts.

Payee	Particulars	Amount
VARIOUS	LCH HIRE FEES APR (LESS DEPOSIT RETURNS)	£ 1,681.01
SOMERSET COUNCIL	PRECEPT	£ 120,450.00
HMRC	VAT REFUND	£ 7,111.84
NATIONWIDE	INTEREST APR25	£ 124.73
TOTAL		£ 129,367.58

25/13 FINANCE – To APPROVE May 25 Payment Schedule.

Inv	Payee	Particulars	Invoice Number	Amount
1	SOMERSET COUNCIL	RANGER (MAR)	30111496	£ 2,457.54
2	KARMA CLEANING	LCH CLEANING APR/MAY	TBC	£ 140.00
3	TIMEBACK ACCOUNTS	PAYROLL APR25 & YR END	7049	£ 38.00
4	STAFF	EMOLUMENTS MAY25	N/A	TBC
5	ZURICH MUNICIPALE	ANNUAL PC INSURANCE	544198807	£ 799.62
6	LLOYDS MULTIPAY CARD	BIN, LCH SUPPLIES	APRIL REPORT	£ 111.30
	TOTAL			£ 3,546.46

25/14 FINANCE – To APPROVE a sum of £200 for the Chairman's fund (LGA 1972 sect15(5)).

25/15 FINANCE – To APPROVE an annual Councillor allowance of £100 for elected members only (Local Authority (members' allowances)(England) Reg 2003 part 5 (25)).

25/16 ASSET REGISTER – To APPROVE the Asset Register.

25/17 GOVERNANCE - To REVIEW and ADOPT the council's core documents and policies:

- a. [Standing Orders](#)
- b. [Financial Regulations](#)
- c. [Code of Conduct](#)
- d. [FOI Policy](#)
- e. [Privacy Notice](#)
- f. [Model Publication Scheme](#)
- g. [Review of Internal Controls](#)
- h. [Risk Management Scheme](#)
- i. [Data Protection Policy](#)
- j. [Grant Application Form and Guidance](#)
- k. [Investment Policy](#)

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25/18 TERMS OF REFERENCE (TOR) – To APPROVE TOR for Committees:

- Staffing and Finance Committee
- Lufton Community Hall (LCH) Committee
- LCH Joint User Committee

25/19 APPOINTMENT OF COMMITTEE MEMBERS, ROLES AND RESPONSIBILITIES

- Staffing and Finance Committee
- Lufton Community Hall (LCH) Committee
- Open Spaces Working Party
- Abbey Community Association (ACA) representative(s)
- Brympton Allotments representative(s)
- Local Community Network (LCN) representative(s)
- Agusta Park Working Party

25/20 REPORTS – To receive reports:

- Committees
- Working Parties
- Parish Councillors

25/21 ITEMS FOR THE NEXT AGENDA

25/22 DATE OF THE NEXT MEETING – Tuesday 17 June 2024 at 7.30pm, Lufton Community Hall, Agusta Park, BA22 8FJ. All agenda items to be notified to the clerk by Friday 6 June 2025.

END OF AGENDA

APPENDIX 1 – ACTION LIST

AGENDA ITEM	ACTION OWNER	ACTION	BY	COMMENTS	STATUS
24/70	L Simonite & Clerk	Defibrillators in the Parish - Obtain necessary permissions for preferred sites (Persimmon and Abris)	ASAP	2 Units delivered and progress being made on installation (JF). Budget on Jan25 meeting. - Made contact with Electrician for Abbey Manor Group and agreeing supply & location near <u>Tescos</u>. - Free-standing frames delivered and arranging installation with Persimmon for unit by traffic lights opposite LCH - Tesco Defib location under discussion with all parties, being progressed by Cllr L Simonite (Mar25)	Ongoing
24/73 24/74 24/75	OSWP	Quotes for purchase and installation of 2 benches in Oak Tree Park (RS/IS/JF)	ASAP	- Budget of £2000 agreed for benches - Awaiting quotes for all work from Q Coleman (SC). - Chased quotes with SC for installation (Feb25)	Ongoing
24/137	G Pritchard & Clerk	LCH User Agreement update	ASAP	- Draft User Agreement with PPAT for legal advice. - Chased PPAT for progress (Apr25)	Ongoing
LCH Cttee	OSWP	Proposed sites for Agusta Park noticeboards (2)	ASAP	LCH Cttee requested OSWP to look into suitable sites	Ongoing
24 176	OSWP	- Request additional SID sites on Western Avenue - Discuss SID sites on <u>Montacute</u> Road with Persimmon	ASAP	- Email sent to SC Highways requesting additional sites on Western Avenue, including a map showing suggested locations. Response received and further sites to be agreed. - Persimmon agreed to consider SID sites. BPC to discuss sites with Persimmon at next meeting in March 25 (date tbc) - Sites being discussed and progressed by OSWP (Mar25)	Ongoing
24 176 c	Clerk	Request adjustment of white lines between <u>Houndstone</u> Retail Park and Asda to permit 2 lanes of traffic down to roundabout	ASAP	- Email sent to SC Highways and response received agreeing to take measurements - Cllr Seib to take forward	Ongoing
24 221	R Simonite, G Pritchard J Conway	Market Square adoption into BPC Ownership	ASAP	- To be discussed at next meeting with Persimmon Homes end Mar25 - Persimmon to check S106 prior to transfer. (Mar25) - Update to be provided @ May 25 meeting	Ongoing
24 224	OSWP & G Pritchard	Leaky Dam Project to be presented to Yeovil Town Council for consideration	ASAP	Project plans being drawn up. (Mar25)	Ongoing