

## To all members of the Town Council

You are **SUMMONED** to attend the **MEETING** of the **TOWN COUNCIL** on **Tuesday 25<sup>th</sup> February 2025 at 7.30pm** to be held in **the Community Hall**. The press and public are also invited to attend.

*Councillors are reminded that as office holders they are expected to comply with the Nolan Principles and the Council's Code of Conduct as well as showing respect for others in accordance with the law.*

*Before the start of the meeting, in accordance with Standing Order 3 (e) there will be an opportunity for members of the public to comment on agenda items (at the discretion of the Chair of that meeting).*

*In accordance with Standing Order 3 (f) the question/comment time is limited to 3 minutes each, and the session should not exceed 15 minutes (unless directed by the Chair of that meeting). Contributions from members of the public do not form part of the official meeting and will not normally be included in the official minutes unless they are deemed helpful in explaining subsequent Council decisions.*

*Please be aware that the proceedings may be filmed or recorded.*

LNewby

**Lisa Newby**  
**Town Clerk**  
**19<sup>th</sup> February 2025**

### **AGENDA**

**24/145: Apologies for Absence (LGA 1972 s85(1)).**

**24/146: Declarations of Interest.**

Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

**24/147: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).**

To receive, approve and sign [the minutes of the last Town Council meeting](#) held on 21<sup>st</sup> January 2025 as a true and accurate record.

**24/148: Reports from Somerset Councillors:**

- a. Lucy Trimmell
- b. Tom Power.

**24/149: Councillor Resignation**

To note that the resignation has been received from Cllr Cullen. A casual vacancy notice has been published, with a deadline date (3<sup>rd</sup> March 2025) of for a minimum of 10 electors to request an election.

**24/150: Minutes and Recommendations from Committees and from those Working Groups that report to the Full Council:**

**a. Town Committee.**

To receive the [minutes from the meeting](#) held on 28<sup>th</sup> January 2025, and to note or approve any recommendations and decisions as required.

**i. Agenda item T24/83 Bench Installation on the Dovecote.**

The installation of the bench (permitted development) was approved by Town Committee subject to suitable budget being available from the 2024/25 budget. The Town Clerk identified two budget areas: MUGA and Skatepark, floodlight maintenance £321; and Cemetery, bench maintenance, £53.50. To approve the use of these budget lines to support the £350 cost to install the bench.

**b. Planning and Consultation Response Committee.**

To receive [the minutes from the meeting](#) held on 5<sup>th</sup> February and to note or approve any recommendations and decisions as required.

**i. Recommendation of amendment to Parking order: Mill Lane/Lower Backway.**

The consultation end date has ended. To discuss any next action regarding this amendment, to be notified to Somerset Council.

**c. Events Committee.**

To receive the [minutes from the meeting](#) held on 11<sup>th</sup> February 2025, and to note or approve any recommendations and decisions as required.

**i. To cancel the scheduled meeting on 4<sup>th</sup> March as no longer required. To have the next meeting as 6<sup>th</sup> May 2025.**

**ii. For the Events Committee to be a Working Group. To consider the terms of reference as supplied.**

**d. Strategic Planning Committee.**

To receive the minutes from the meeting held on 18<sup>th</sup> February 2025 and to note or approve any recommendations and decisions as required.

- i. To determine the town councillors that will sit on the Town Plan Working Group.
- e. Climate and Ecological Emergency Working Group.  
The Working Group met on 3<sup>rd</sup> February 2025. Group – to receive any updates and recommendations.
  - i. To consider the Draft One Planet Action Plan.
- f. BruBowl Working Group.  
The Working Group met on 17<sup>th</sup> February 2025. To receive any updates and recommendations.
  - i. Further funding streams are being considered. The Working Group wish to apply for grant funding with Sport England, and other grant awarding organisations. To delegate grant funding applications for BruBowl to town council officers, working with Working Group members.
  - ii. To consider which Bruton Town Councillors to be members of the BruBowl Working Group, to support quorate meetings.
- g. Footpaths Working Group.  
To consider the recommendation that the working group ceases to exist.

**24/151: Clerk’s Report.**

To receive [a short report](#) from the Town Clerk to update on ongoing matters. The report has been published on the town council website.

**24/152: Bruton School for Girls.**

To consider additional correspondence from the Charity Commission. To consider whether a further response is required from the town council, as invited by the Charity Commission (to be submitted by 7<sup>th</sup> March 2025), and if so, what that response should be.

**24/153: Bruton Town Council Planning Policy.**

To consider updating the [Town Council Planning Policy](#). To consider how to approach reviewing the policy.

**24/154: Annual Town Forum.**

To set the date for the Annual Town Forum for 2025.

**24/155: Additional hours for staff.**

The clerk is on annual leave for just under 5 weeks in April and May 2025.

- a. To agree additional hours for the Assistant Clerk, of one extra 7 hour day per week for 5 weeks during this period.
- b. To agree additional hours for the Deputy Clerk to support committee meetings and full council meetings during this period.

**24/156: Annual Leave**

To agree the carrying forward of up to one week of annual leave, for all staff, if not taken by 31<sup>st</sup> March 2025. Leave carried forward must be taken within the first quarter of the new financial year.

**24/157: Station Road Car Park Annual Rent.**

The rent review for 2025/26 has been received. To note that it has been received and is correct.

**24/158: Bank Reconciliations.**

- a. To approve the bank reconciliations for the current and deposit accounts and credit card for the period 1<sup>st</sup> January to 31<sup>st</sup> January 2025.
- b. To note that Cllr Crawford attended the office on 13<sup>th</sup> February 2025 to view and sign the bank reconciliations 1<sup>st</sup> January to 31<sup>st</sup> January 2025.

**24/159: To receive the spend to budget to 31<sup>st</sup> January 2025.**

To note the spend to budget to 31<sup>st</sup> January 2025 as circulated.

**24/160: Accounts for Payment.**

- a. To approve [payments list](#) for February 2025, which includes those additional payments made in January, after the full council meeting on 21<sup>st</sup> January 2025.

**24/161: Transfer of funds between bank accounts**

- a. To note the transfer of £15,000 to be made in February to meet the February 2025 payments.
- b. To approve a transfer of additional funds from CCLA deposit account to Unity Trust Current account in order to pay the barrister regarding Judicial Review advice (£6,000).

**24/162: Reports - to receive reports from:**

- a. Members representing the Council on outside bodies.
- b. Town Councillors.
- c. Chair.

**24/163: Date of the next meeting of the Full Council:** The next full council meeting is Tuesday 25<sup>th</sup> March 2025, 7.30pm at the Community Hall.

Agenda items to the clerk for consideration by Friday 14<sup>th</sup> March 2025.

**24/164: Exclusion of Press and Public**

To consider the exclusion of press and public for the remainder of the meeting under the Public Bodies Admissions to Meetings Act 1960, Section 1 (2), on the grounds that discussion of agenda item 24/165 is commercially sensitive.

**24/165: Judicial Review in respect of 19/00655/OUT Land at Brewham Road.**

To consider advice on whether to apply for judicial review of Somerset Council's recent decision to approve this Planning application, and to decide on the next steps.

**END OF AGENDA**