

**Minutes of the TOWN COUNCIL meeting held on Tuesday 29<sup>th</sup> April 2025  
at 7.30pm in the Community Hall.**

**Councillors present:** Councillors Hood, Anderton, Coulter, Buckland, Crawford, Jones, Taylor, Robinson, Bateman, Dunn, Fradley, Wright.

**In the Chair:** Councillor Anderton.

**Officers present:** Assistant Town Clerk (ATC).

**Members of the public:** 2.

**Public Session started at:** 7:31pm.

There was a very short discussion regarding some interest from a member of public (not present) who would like to purchase an area of land to donate for community use.

1 member of public then left.

**Public Session ended at:** 7:32pm.

**Meeting started at:** 7:32pm.

**MINUTES**

**24/184: Apologies for Absence (LGA 1972 s85(1)).**

ATC received apologies from Cllr Baker.

**It was RESOLVED [12-0-0] [for-against-abstain] to accept and approve the apologies submitted and the reasons given.**

**24/185: 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).

Cllrs Jones and Robinson both declared items 189 a iii & 189 a iv by virtue of their professional links with SALC.

**24/186: 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 25<sup>th</sup> March 2025, as a true and accurate record.

**It was RESOLVED [12-0-0] to approve and sign the minutes of the full council meeting on 25<sup>th</sup> March 2025 as a true and accurate record of that meeting.**

Cllr Anderton signed the minutes.

**24/187: 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.

The ATC summarised the report for all to note.

It was noted that not all Cllrs have received the invitation to the new Town Plan SharePoint folder. It was further noted that some Cllrs are having issues with accessing emails on mobile phones as they seem to go missing once seen.

It was suggested by the ATC to organise a session with IT support at some point, and it was agreed that this would be helpful. **ATC to organise.**

**24/188: Reports from Somerset Councillors:**

- a. Lucy Trimnell
- b. Tom Power.

Somerset Councillors did not attend the meeting.

The April report was circulated in the meeting papers and was noted by all.

The public consultation for the Boundary Commission review Somerset is open from 3<sup>rd</sup> June and will close on 11<sup>th</sup> August; ATC to add this to the next agenda to form a response.

**24/189: Minutes and Recommendations from Committees and from those Working Groups that report to the Full Council:**

- a. Finance and Resources.

To receive the minutes from the [meeting held on 15<sup>th</sup> April 2025](#) (if available), and to note or approve any recommendations and decisions as required.

- i. To review and adopt the Risk Management Schedule with the proposed recommended amendments.

**It was RESOLVED [12-0-0] to adopt the Risk Management Schedule with the proposed recommended amendments.**

- ii. To review and adopt the IT Usage Policy.

**It was RESOLVED [12-0-0] to adopt the IT Usage Policy.**

7:42pm Cllrs Robinson and Jones left the room for the next item.

iii. To review the SALC members report regarding new affiliation fees. A summary of the reason for the increase in fees was circulated which was noted and this will be monitored for further increases. All agreed it is an important and excellent service and should be continued.

7:43pm Cllrs Robinson and Jones rejoined the meeting.

- iv. To consider the recommendations for Earmarked Reserves for approval.

**It was RESOLVED [12-0-0] to approve the recommendations for earmarked reserves.**

- v. To confirm the appointment of the current Internal Auditor for the 2025/26 audit period.

The current Internal Auditor will be available for a further year and it was proposed to reappoint for this year.

**It was RESOLVED [12-0-0] to reappoint the current Internal Auditor for the 2025/26 audit period.**

- vi. To note the successful annual review of both the Assistant Clerk and the Town Clerk. To increase their salary scales by one scale point (as per contract of employment) to take effect from 1<sup>st</sup> April 2025.

**Noted.**

**It was RESOLVED [12-0-0] to increase both the Assistant Clerk and Town Clerk salary scales by one scale point (as per contract of employment) to take effect from 1st April 2025.**

- b. Planning and Consultation Response Committee.

To receive the [minutes from the meeting held on 9<sup>th</sup> April](#) and to note or approve any recommendations and decisions as required.

**Noted.**

- c. Climate and Ecological Emergency Working Group.

To receive any updates and recommendations from the meeting held on [7<sup>th</sup> April 2025](#).

- i. To approve the revised Terms of Reference.

**It was RESOLVED [12-0-0] to approve the Climate and Ecological Emergency Working Group revised Terms of Reference.**

- ii. To adopt the One Planet Action Plan for Bruton.

The working group have worked hard on this over a long length of time to finally get to this Action Plan for Bruton. It was proposed for this to be added to the BTC website. There will be a further meeting in the summer for the group to plan next actions for implementation.

It was noted that there are many helpful references to guide the review of the Bruton Town plan, and Cllr Hood will form a crib sheet to assist in the review.

It was pointed out that private car ownership and use is portrayed in a negative light, as though it is a necessary evil rather than a convenience, but an assurance was given that the Plan should not be considered anti-car.

Congratulations and thanks were given for a great plan with some great ideas that will be very helpful in the review of the Town Plan.

**It was RESOLVED [11-1-0] to adopt the One Planet Action Plan for Bruton.**

**d. Strategic Planning Committee**

- i. To note that the Bruton Town Plan Working Group inaugural meeting took place on 14<sup>th</sup> March, with a further meeting scheduled for Friday 25<sup>th</sup> April 2025.

**Noted.**

- ii. To note that consultations will begin in 2026 for the emerging Somerset Local Plan; Bruton Town Council is a statutory consultee.

**Noted.**

- iii. To recommend that Somerset Council's Section 106 Officer be asked to promote a coordinated approach to the provision of equipped play space on the east side of Bruton by encouraging the developers of the proposed residential housing developments off the Frome and Brewham Roads to work together and share resources.

**It was RESOLVED [12-0-0] for officers to request that Somerset Council's Section 106 officer promote a coordinated approach to the provision of equipped play space on the east side of Bruton, by encouraging developers to work together and share resources.**

e. BruBowl Working Group.

To receive any updates and recommendations from [the meeting held on 7<sup>th</sup> April 2025](#).

- i. To transfer the BruBowl Earmarked Reserve funds of £17054.42 into the CCLA BruBowl high interest account, to ensure that interest earned on this amount is part of the funds raised for the skate park. (Note that this amount remains an earmarked reserve and is not part of the restricted earmarked reserve; the funds are just placed into the main BruBowl high interest account).

It was suggested that merging funds into the BruBowl high interest account would be contrary to the reason why a separate account was set up in the first place. The account was opened to safeguard these publicly raised funds by keeping them separate from Bruton Town Council funds, and merging the two accounts could cause confusion in future.

The BruBowl earmarked reserve funds are in the BTC CCLA community account, which also earns interest. The interest in the community account belongs to Bruton Town Council.

It was proposed that the CCLA BruBowl high interest account, community raised funds, should remain separate from the BruBowl earmarked BTC reserve funds.

As there is such a huge fund raising task ahead for the BruBowl project, it was also agreed that the benefit of the interest would not be significant.

**It was RESOLVED [0-2-10] to transfer the BruBowl Earmarked reserve funds of £17054.42 into the CCLA BruBowl high interest account, and for the funds to remain in separate accounts.**

f. Abbey Ponds Working Group.

The Working Group met on 10<sup>th</sup> April. To receive any updates and recommendations.

- i. To note the award of a £18,740 GWR Customer and Community Improvement Fund grant for "*Connecting Abbey Ponds*", and to consider the funding agreement.

Deferred to the next meeting as members did not receive the draft funding agreement in time to give it proper consideration.

- ii. To review the notes (circulated in meeting papers) of the meeting on 17<sup>th</sup> April with Cllr Jones, Assistant Town Clerk and Hauser & Wirth Representatives.

**Noted.**

In Addition to the plans for new signage, it was suggested that further signage to the Dovecot at the gate behind the Ponds would be welcomed, and if possible at the allotments gateway too, as some walkers are unsure of the route.

- iii. To consider applying Hauser & Wirth's procurement regulations to the installation of the pathway, gates and ramp, as they are supporting the project and have undertaken much more of this kind of work than the Town Council.

It was proposed to trust Hauser & Wirth's procurement practices, as they have access to specialist services which should achieve the best results for these works.

**It was RESOLVED [12-0-0] to approve Hauser & Wirth's procurement practices to support work of the highest quality.**

**24/190: To discuss the management of Japanese Knotweed discovered recently at Station Road car park.**

[Advice and guidance from government website.](#)

Japanese Knotweed has been found to be present at this site previously, perhaps more than 3 years ago. At this time a local contractor was used to remove it, but since then laws have altered.

The ATC researched local named contractors who specialise in Japanese Knotweed and recommended a Government Endorsed quality company in Somerset for the following reasons:

1. Compliance assured.
2. Expert specialised reporting.
3. To give the best possible chance to eradicate the problem.

The company have offered an assessment of the area covering a perimeter of up to one acre for a cost of £250 plus VAT in the first instance. Once this assessment has been completed a quote for a 3-5 year treatment plan can be provided.

It was proposed to organise the initial assessment as soon as possible with a view to the report to be brought back to the next meeting available.

**It was RESOLVED [12-0-0] to approve the initial assessment of the area covering up to one acre, offered at the cost of £250 plus VAT in the first instance.**

The ATC to organise as soon as possible in view of the invasive nature of Japanese Knotweed.

**24/191: To discuss the next steps for an installation at Library Junction.**

To decide how to gain community opinion/feedback regarding the provided imposed images and how this will be managed.

A plan is required to move this project forwards and a Facebook poll was suggested, but this might attract responses from Facebook followers living elsewhere. Links to the Town Council website in Bruton social media pages would be the preferred option, combined with a polling box in the office and publicity in the Dove magazine.

Options to include Planters/seating/bike rack/map and information board.

Officers with Cllrs Fradley, Buckland and Crawford to work together to create a poll for community feedback to bring back to the next available meeting.

**24/192: VE Day and VJ Day 80th anniversary celebrations**

To receive Vice Lord Lieutenant of Somerset invitation to take part in the 80<sup>th</sup> anniversary of VE day on 8<sup>th</sup> May and VJ day 15<sup>th</sup> August.

- a. To discuss if and how to take part in these events in the town and decide next actions.

BTC will support an event which the Bruton Club are already providing.

**24/193: Bank Reconciliations.**

- a. To approve [the bank reconciliations](#) for the current and deposit accounts and credit card for the period 1<sup>st</sup> March to 31<sup>st</sup> March 2025.

**It was RESOLVED [12-0-0] to approve the bank reconciliations for the current and deposit accounts and credit card for the period 1<sup>st</sup> March to 31<sup>st</sup> March 2025.**

8:29pm Cllr Jones left the room for the next item.

- b.** To note that Cllr Robinson attended the council office on 7<sup>th</sup> April 2025 to review the bank reconciliations for the period 1<sup>st</sup> to 28<sup>th</sup> February 2025, and 1<sup>st</sup> to 31<sup>st</sup> March 2025.

Noted.

8:30pm Cllr Jones returned for the next item.

**24/194: Accounts for Payment.**

- a.** To approve [payments list](#) for April 2025

**It was RESOLVED [12-0-0] to approve the payments list for April 2025.**

**24/195: To discuss and decide on the continuation of the BTC Zoom account subscription.**

A Zoom subscription is primarily needed to access longer meeting durations and additional features beyond the free plan. The free version of Zoom allows for unlimited meetings with a maximum of 40 minutes for group meetings. Paid Zoom plans, such as Zoom Pro, offer longer meeting durations and features like cloud recording, social media streaming, and polling.

All agreed that TEAMS has replaced Zoom and happy not to renew.

**It was RESOLVED [12-0-0] to not continue the BTC ZOOM account subscription.**

**24/196: Reports - to receive reports from:**

- a.** Members representing the Council on outside bodies.

Cllr Crawford reported a new member at the Bruton Museum who has had some great ideas. It is planned to do a repeat and updated display of photographs of Bruton's characters. Visitors will be asked their opinions on the town also, and this will form part of the display.

Cllr Hood reported that Good Company Bruton has welcomed a new director, Alison Workman.

Cllr Jones reported on his attendance at Somerset Highways and flooding meetings, with a further meeting upcoming which will include proposals for the Yarlinton and Galhampton areas.

Cllr Anderton reported his attendance at the LCN Highways meeting; the next LCN Highways meeting has been cancelled due to a clash.

Cllr Anderton also reported that the Library Committee has met confidentially to discuss their budget and they will require some fund raising schemes in future.

**b. Town Councillors.**

**Cllr Coulter** received reports that the town's bins frequently seem to be overflowing. This has been noted by Cllrs and the ATC also, and it could be due to bank holiday challenges, but it would be helpful for officers to look into this further. **ATC to contact Somerset officers regarding bins to see if there are any issues to note..**

**Cllr Buckland** and the ATC met with the new headmaster at Sexey's School who is very keen on any community project ideas for students, and would welcome suggestions from the Library, Museum, or any other ideas via the ATC.

**Cllr Robinson** received some positive comments regarding the Jubilee park, and how lovely it is looking with many enjoying the space, which is nice to hear.

**Cllr Fradley** also remarked that on passing by the Jubilee Park she noted many of all ages enjoying the space recently, in particular it was nice to see 3 girls enjoying the new zipwire.

**Cllr Hood** recently met with a member of public from Henstridge who undertook a successful Judicial review process, managing to achieve the withdrawal of a planning application.

Cllr Hood also clarified the position with the recent TTRO for parking outside Sexey's Hospital in the High Street. The Deputy Clerk has requested for this work to be removed from the TTRO, as it seems there has been an error on the plan. This work will now not be possible for at least one further year, when it can be revisited. Sexey's School via Good Company Bruton have successfully organised for Duke Of Edinburgh pupils to take part in some planned works at Cuckoo Hill allotments to support their D of E portfolio.

**c. Chair.**

Cllr Anderton shared that this will be his last full council meeting as chair (as originally agreed), it has been enjoyable, and he would like to promote the idea of the Chair's role to be routinely rotational between Cllrs in future.

Also wishing good luck to the next person in May (Cllr Anderton will not be present for that meeting).

All thanked Cllr Anderton for being an excellent Chair.

**24/197: Annual Town Forum is on Tuesday 13<sup>th</sup> May 2025 and has been publicised.**

Notices have been displayed in the office window and on notice boards. Invitations were sent on 11<sup>th</sup> March and a reminder sent on 22<sup>nd</sup> April.

Noted and Cllr Anderton will be Chairing this meeting.

**24/198: Date of the next meeting of the Full Council:**

The next full council meeting is the Annual Town Council Meeting, Tuesday 27th May 2025, 7.30pm at the Community Hall.

Agenda items to the clerk for consideration by Friday 16<sup>th</sup> May 2025.

**Meeting Ended at 8:40pm.**

**END OF MINUTES**