

**Minutes of the FULL COUNCIL held on Tuesday 23<sup>rd</sup> September 2025 at  
7.30pm in the Bruton Community Hall.**

**Councillors present: Cllrs Anderton, Bateman, Buckland, Coulter, Crawford, Hood, Jones, Robinson, Taylor.**

**In the chair: Cllr Buckland.**

**Officers present: Town Clerk.**

**Somerset Councillors: Cllr Lucy Trimmell and Cllr Tom Power.**

**Members of the public: 2.** Kelvyn Laurence Smith, to address the councillors about ideas for information and way finding signage in Abbey Ponds, and Dave Struckwick, the headteacher at the new Hummingbird School.

**Public session started: 7.30pm.**

Dave Strutherick attended to briefly address councillors to introduce the Hummingbird School, a learning lab, that has recently opened in Bruton. Dave extended an open invitation to visit the school during the open morning, usually held on a Wednesday (please notify in advance of attendance).

Kelvyn L Smith spoke about information and way finding signage at Abbey Ponds, that is planned as part of the 'Connecting Abbey Ponds' project.

**Public session ended: 7.46pm**

**MINUTES**

**25/066: Apologies for Absence (LGA 1972 s85(1)).**

Apologies were received from Cllrs Dunn, Fradley and Wright.

**It was RESOLVED [9-0-0][for-against-abstain] to accept the apologies and reasons given.**

**25/067: 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).

Cllr Jones declared a non-pecuniary interest in agenda item 25/072biii (in the event of training providers being discussed) and 25/075. A pecuniary interest was declared for agenda item 25/081b payments September 2025.

Cllr Hood declared a non-pecuniary interest in agenda items 25/073 and 25/074, as a director of Good Company.

**25/068: 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 29<sup>th</sup> July 2025, and the extra ordinary Town Council meeting held on [18<sup>th</sup> August 2025](#).

**It was RESOLVED [9-0-0] to approve the minutes for the full council meeting held on 29<sup>th</sup> July 2025 as a true and accurate record of that meeting.**

**It was RESOLVED [9-0-0] to approve the minutes for the extra ordinary full council meeting held on 18<sup>th</sup> August 2025 as a true and accurate record of that meeting.**

Cllr Buckland signed both sets of minutes.

**25/069: Reports from Somerset Councillors:**

- a. Cllr Lucy Trimnell had nothing much to add to the monthly report that had been previously circulated. There are proposals to build housing on car parks in Yeovil town centre which means that car park capacity will be significantly reduced. Currently there is a consultation to provide feedback about these proposals. Reducing car parking capacity will affect Bruton residents who use Yeovil for local facilities such as high street banking. The Care Quality Commission is currently inspecting Adult Services at Somerset Council.
- b. Cllr Tom Power reported that the licence amendments for the Prickly Pear had been approved earlier that day. Planning; there are a lot of planning applications which are being approved via delegated powers, and very quickly. Cllr Powers has raised concerns that views of the public may not be well represented in this process. Two Planning South Committee meeting have been cancelled recently, as the planning applications were not ready to be heard.

**25/070: Connecting Abbey Ponds**

To consider the proposed locations of information boards for the Connecting Abbey Ponds project.

Questions were invited about the presentation earlier in the meeting. Comments and questions made are listed and are in no particular order:

- The idea of a seat towards the top of the ponds, just outside of the Scheduled Monument was well received, but if part of the purpose is way finding, how does this fit in?
- The direction to walk to the Dovecote should be highlighted.
- The QR code element, with information accessed electronically which can be easily updated was discussed, rather than install a physical board which can become outdated quite quickly, would appear to be a more sustainable option.
- Proposed location 2 raised concerns, as the condition of the ground is not ideal for a crossing footpath. This way can be very muddy and wet, and usage of this access can be perceived as seasonal.
- The current external signage is stylish but is not particularly visible.
- The left hand path in the allotment field, is directing members of the public to the Dovecote, via the main road across the field. Members of the Public need to be directed into the Abbey Ponds area and to the Dovecote, which is a much safer way.
- The purpose of this discussion is to consider the information and way finding signage within the Ponds area, and not the external wayfinding signage.

- The proposed informational signage within the Abbey Ponds area was summarised. The way finding signage will be addressed at a different time, with more conventional wayfinding signage.
- The location points for consideration within the scheduled area, are positions 1,2 and 4.
- Position 3 is outside of the scheduled area, which provides some flexibility for installation.

It was proposed to make a decision about the locations of the information boards, rather than the design and content, at this time. It was proposed to agree to positions 1,2 and 4, within the scheduled area and position 3 outside of the scheduled area.

**It was RESOLVED [9-0-0] to agree the proposed locations for the information boards as detailed.**

**25/071: Clerk's Report.**

To receive [a short report from the Town Clerk](#) to update on ongoing matters.

The report is available on the town council website.

The clerk also confirmed that the wall at the Dovecote Car Park had been repaired, and showed a photo of the finished wall.

**25/072: Minutes and Recommendations from Committees and from those Working Groups that report to the Full Council:**

- a. Planning and Consultation Response Committee – to receive the minutes from the meeting held on [30<sup>th</sup> July 2025](#), and [6<sup>th</sup> August 2025](#).

**Noted.**

- b. Finance and Resources Committee – [to receive the minutes](#) from the meeting held on 16<sup>th</sup> September 2025 (if available), and to note or approve any recommendations and decisions as required:

- i. To note that the Risk Register was reviewed.

**Noted.**

- ii. To approve the Scheme of Delegation, reviewed, with some minor additions.

**It was RESOLVED [9-0-0], to approve the reviewed Scheme of Delegation with the proposed changes.**

- iii. To note the discussion about the changes to the Annual Governance and Accountability Return (AGAR) from 2025/26.  
Cllr Anderton overviewed the changes to the AGAR from 2025/26, and the introduction of a new Assertion 10. Assertion 10 covers the Transparency Code, Website Accessibility regulations, Data Protection, and there are some elements of this which may prove challenging. The clerk will seek guidance from the Internal Auditor at the interim visit scheduled for October.
- c. Climate and Ecological Emergency Working Group – to receive an [update from the last meeting](#) (2<sup>nd</sup> September 2025), and consider any recommendations:  
There were no recommendations. Cllr Hood thanked the Town Council Chair for attending the meeting. Cllr Buckland met with two members of the working group, to consider elements of the Grounds Maintenance, and reported back at that meeting.
- d. BruBowl Working Group – to receive an update from the working group, meeting held on 4<sup>th</sup> August 2025, and 16<sup>th</sup> September.  
Some progress has been made. Cllr Robinson recommended considering a loan, as part of the budget process, to finish the project.
- e. Events Working Group – to receive an update from the working group meeting held on 18<sup>th</sup> August 2025, and consider any recommendations.
  - i. To confirm expenditure previously agreed by the Events Committee: Event management £708.15, lighting at West End area of the High Street, of the £1100.00, and other expenditure that currently falls within the limits for the clerk to agree from the Events budget (for example hire of the community hall, £120, and advertising in The Dove £90 approximately).  
Cllr Crawford didn't attend the last meeting on 3<sup>rd</sup> Sept, but summarized the meeting notes that had been provided. Cllr Jones asked if officers would ask the event management company about the implications of Martin's Law on the Christmas Event, and for them to provide some feedback.

**It was RESOLVED [9-0-0] to confirm the expenditure as listed.**

**25/073: Good Company 'Hello Neighbour' Scheme.**

To consider the proposal 'Bruton Town Council welcomes and fully supports Good Company Bruton's 'Hello Neighbour' Scheme.

**It was RESOLVED [8-0-1] to fully support the Hello Neighbour scheme proposed by Good Company.**

**25/074: Potential Purchase of the 'Quarry Field.**

To consider the following proposal; that Bruton Town Council:

- Notes that this field sits well outside of Bruton's built up area, is good quality agricultural land, has never featured in any local parish or Local Plan as a potential development site. The town council would therefore strongly oppose any plans to develop it.

**It was RESOLVED [8-0-1] to support this proposal.**

- Notes and supports Good Company Bruton's attempt to seek sufficient funding to purchase the field and secure it as green space for nature and for the community.

**It was RESOLVED [3-0-6] to support this proposal.**

Cllr Jones left the room at 8.26pm for the next agenda item.

**25/075: Somerset Association of Local Council's (SALC) Community Health and Wellbeing Grant Application.**

To authorise the office team to submit a grant application to SALC for three 'pop up' enrichment sessions for the current youth provision. The sessions are aimed to complement the existing youth provision.

**It was RESOLVED [8-0-0] to authorise the office team to submit a grant application as detailed above.**

Cllr Jones returned to the room 8.28pm.

**25/076: Grounds Maintenance Specification.**

To delegate to Town Committee/Finance and Resources, the finalising of the grounds maintenance specification, so that the contract tender can be advertised as soon as possible. (note the awarding of the contract will be a decision for Full Council).

It was proposed to delegate the finalising of the grounds maintenance specification to the committee that meets first, which is Town Committee, on 7<sup>th</sup> October.

**It was RESOLVED [9-0-0] to delegate to Town Committee to agree the grounds maintenance specification.**

**25/077: To consider advice for including Hostile Vehicle Mitigation into council events risk assessments.**

- a. To consider correspondence received from Avon and Somerset Police regarding Hostile Vehicle Mitigation.
- b. To consider delegating the inclusion of this mitigation to a small group of councillors working with officers to discuss and make the appropriate arrangements.

Communication has been received from Avon and Somerset Police about Remembrance Events, highlighting that Hostile Vehicles should be considered when planning the event. It was recognised that it should be considered to all events that are supported by the town council.

Currently, the town council supports the Christmas Late Night Events, and Remembrance Events in Bruton. It was suggested that the contractor who provides event management for both events needs be consulted, and to request details of provisions they are taking into account regarding both Hostile Vehicle Management and also for Martin's Law. A plan is required, for events, where there are more than 200 participants.

Cllr Taylor left the meeting at 8.33pm.

As a minimum, the town council would need to have upgraded risk assessments, and to note any recommendations made by the Event Management contractor.

It was proposed to delegate to the clerk working with Cllrs Coulter and Dunn, after consulting with the Event Management contractor, to enhance event risk assessments to take into account Hostile Vehicle Management and Martin's law.

**It was RESOLVED [8-0-0] to delegate to the clerk working with Cllr Coulter and Dunn, to enhance the current risk assessments as detailed above.**

**25/078: Conclusion of Audit.**

To receive the conclusion of audit from the external auditors, note any actions required and that it has been circulated and published in line with the required legislation.

The Conclusion of Audit was duly noted by Councillors. This is the first clean audit for many years, well done to those involved.

**25/079: National Pay Agreement 2025/2026.**

- a. To resolve that the National Pay Agreement 2025/2026 is to be applied to current salary scales with immediate effect.

**It was RESOLVED [8-0-0] to apply the latest pay agreement with immediate effect.**

- b. To agree that the national pay agreement is backdated to 1<sup>st</sup> April 2025 in the next payroll.

**It was RESOLVED [8-0-0] to backdate the pay agreement as detailed.**

**25/080: Bank Reconciliations.**

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

**It was RESOLVED [8-0-0] to approve both bank reconciliations as listed.**

- b. To note that Cllr Anderson has attended the Community Office on 29<sup>th</sup> August 2025 to review the bank reconciliation to 31<sup>st</sup> July 2025.

**Noted.**

- c. To note that Cllr Buckland has attended the Community Office on 16<sup>th</sup> September 2025 to review the bank reconciliation to 31<sup>st</sup> August 2025.

**Noted.**

**Cllr Robinson declared an interest in the next agenda item. Cllrs Robinson and Jones left the room at 8.39pm.**

**25/081: Accounts for Payment.**

- a. To note [payments for August 2025](#), made in August as per resolution 25/056d, full council 29<sup>th</sup> July 2025.

**Noted.**

- b. To approve the [payments for September 2025](#).

**It was RESOLVED [6-0-0] to approve the payments list for September 2025 as published.**

**Cllrs Robinson and Jones returned at 8.39pm.**

- c. To note that funds totalling £15,000 have been transferred from the CCLA account to the town council current account to cover September payments.

**Noted.**

**25/082: Reports** - to receive reports from:

- a. Members representing the Council on outside bodies.

Cllr Crawford relayed that the museum are having a festival of history and heritage in October and November, with publicity to be circulated.

- b. Town Councillors. **None.**

- c. Chair.

Cllr Buckland met recently with the High Sheriff, who is very interested in the youth provision in Bruton. Cllr Buckland has also been interviewed for The Dove magazine. He has been to visit the youth provision at Jubilee Park Pavilion a few times. A laser tag activity took place early in September, and some primary school children took part. Cllr Buckland has also spent some time at Packhorse bridge, to engage with any young people present, and to understand the anti-social behaviour better. He met with the PCSO (along with the clerk) last month, which was very positive.

**25/083: Date of the next meeting of the Full Council:** The next full council meeting is Tuesday 28<sup>th</sup> October 2025, 7.30pm at the Community Hall. Agenda items to the clerk by 17<sup>th</sup> October 2025.

**25/084: 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 25/085 is commercially sensitive.**

**It was RESOLVED [8-0-0] to exclude the press and public from agenda item 25/085 as it is commercially sensitive.**

Meeting closed: 8.45pm

Meeting opened. 8.45pm.

**25/085: County Fields.**

To receive a short summary report from the clerk overviewing a recent meeting with Somerset Council surveyor about the area referred to locally as 'County Fields'. To discuss whether to pay for a Red Book valuation of the field, and to further consider whether to accept Somerset Council's offer to lease the residue of the field to the town council for £10,000 for a term of 25 years.

The clerk summarised the meeting that took place in August.

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Cllr Hood confirmed that the proposed route over the Somerset Council land is the only route for the footpath/cycleway as designed. There was an alternative route via a privately owned field, which was not ideal, and could only work if access to the footpath could be routed through that field, and come back into County Fields at a different point.

Somerset Council appear to be interested only in their offer on the table. Any change in this offer would mean that the negotiation process would need to be completely restarted, which could take some time.

The proposal for this footpath/cycleway fits in with the Somerset Council Active Travel agenda.

The many variables were discussed, and it was recognised that a step towards securing the land needed to be considered in order to make any progress. The proposed cost for the lease, £10,000, means an annual cost to the Town Council of £400 per year over the term of 25 years. The Town Council has earmarked reserves set aside for the County Fields project, and securing the fields would lead to future discussions about securing access, and making the space open to the public.

It was proposed that the lease offer for 25 years at £10k is accepted, and to emphasise that Bruton Town Council still wants to pursue a compromise regarding the issues with access to the land.

**It was RESOLVED [6-0-2] to agree the proposal as detailed to accept the lease offer with Somerset Council for the area known as 'County Fields'.**

Meeting closed: 8.59pm.

**END OF MINUTES.**