

**DRAFT** Minutes of the FULL COUNCIL held on Tuesday 25<sup>th</sup> November 2025 at 7.30pm held in Bruton Community Hall.

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

In the chair: Cllr Buckland.

Officers present: Town Clerk.

**Somerset Councillors:** Apologies were received from Cllr Power, and Cllr Trimnell arrived at 7.43pm.

**Members of the public:** Designers to present the information signage proposals for Abbey Ponds.

**Public session:** Not required.

**Meeting started:** 7.30pm.

Cllr Buckland recognised that a retired councillor and Bruton Town Mayor, Alex Rubbo, passed away at the weekend. A moment of reflection was undertaken.

#### **MINUTES**

**25/100: Apologies for Absence (LGA 1972 s85(1)).**

Apologies for absence were received from Cllr Taylor.

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

**25/101: 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 pecuniary interest in agenda item 25/110a, payments.

Town Council Meeting 25<sup>th</sup> November 2025

**25/102: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).**

To receive, approve, including slight amendment, and sign [the minutes of the last Town Council meeting](#) held on 28<sup>th</sup> October 2025.

**It was RESOLVED [12-0-0] to approve the minutes for the full council meeting held on 28<sup>th</sup> October 2025 as a true and accurate record of that meeting.**

Cllr Buckland signed the minutes.

**25/103: Abbey Ponds.**

- a. To review the information presented regarding the designs and costings for the information signage, and to discuss and decide upon the next steps.

The latest designs for information signage, which has been circulated to councillors, were overviewed. Some of the finer details were discussed. The proposed substantial stones will be seated at ground level, and fixed in place underneath the base of the stone. The designs will be blasted into the stones, and emphasised with enamel. The precise nature of the fixings is to be determined.

The signs can be constructed from three elements; concrete, stone and enamel. After reviewing some quotes for the works, the concrete option was discarded due to the prohibitive cost.

The stone is sourced from a quarry in Gloucester and is a more reasonable cost in comparison to concrete. The quote for enamel signs remains outstanding. Once obtained, consideration can be given to having only stone signs, or a mixture of stone and enamel signs, if appropriate and more fitting with the current budget.

A number of questions were asked, and comments made, in no particular order:

- How will the design and lettering will be applied to the stone? The design and lettering will be sandblasted, using a template provided by the designer. The design can be added to if necessary, and it is possible that the colour may need to be refreshed in the future.
- Can graffiti be easily removed? An application treatment can be applied which can give a sealed surface.
- Further discussion about the permanence of the signs. The footpath is permissive, and not a public right of way and this needs to be made very clear on signage.
- Wayfinding signage to the allotment garden is not required, as allotmentees are aware of the location, and in any case is not a formal allotment.

- Query regarding Hauser and Wirth Somerset being listed on the signage. If Hauser and Wirth ceased to be a destination, who should pay for the removal from the signage. It was suggested to obtain agreement from Hauser & Wirth to meet any costs to alter the signage, should this occasion arise.
- Concern about the proposed stone bench seat and the signage indication on those stones being obscured if people were seated on it. The seat is designed to be a resting place.
- Concern were raised about proposed signage at position 2 (previously agreed), that this should not be signposted, as it is not a formal route around the ponds area.
- Clarification of the fabrication time for the stone signage items, and also the fixing methods as this needs to be agreed by Historic England.

It was proposed that a small group of councillors work with the designer to find solutions to the points that were raised.

It was proposed to go ahead with the stone signage as presented in the designs, and not to go ahead with the stone at position 2. It was further proposed to remove position 2 as a location for signage at the present time.

**It was RESOLVED [7-0-5] to agree to stone as the chosen material for the proposed signage in Abbey Ponds.**

**It was RESOLVED [9-0-3] to remove position 2 as an agreed position for information/wayfinding signage.**

A request was made to the designers to produce a detailed plan for the location and the orientation of the stone bench at position 3.

It was proposed that Cllr Anderton works with Cllr Jones and the designers to incorporate the comments as listed.

- b. To discuss the issues with the surface of the newly installed ramp.
  - i. To discuss the suggested actions, and the additional costs involved.

The issues of drainage, and the erosion of the surface the new ramp of the footpath at Abbey Ponds were discussed. The comments and concerns are listed, in no particular order:

- Installing a concrete surface at the ramp had been suggested by the contractor. The length of the concrete to be installed was discussed, the

contractor suggested 6m from the gateway back up the ramp. The footpath surface needs to be fixed. Concerns were raised about what happens at the connecting point of concrete and new surface. If the concrete is stopped at 6m, and will the same issues arise, but just further up the ramp?

- Are the works guaranteed? Further discussion required with the contractor.
- A suggestion that the ramp should be bound gravel, with further discussion about the appropriate surface and drainage.
- Any additional funds for footpath works needs to come from the existing project budget.
- The grid that was over the channel at the end of the ponds is missing.
- It was suggested that self binding gravel on a slope would not work. Only concrete or tarmac would be appropriate on the ramp, and for a longer distance than 6m as suggested by the contractor, as the next patch will wash away.
- Independent expert advice is required.
- Dredging the lower pond to remove the 1m plus of silt may help with the overall drainage, but will this help manage the running water that occurs when it rains heavily?
  - ii. To consider the funding for the additional costs involved and how those will be met, subject to the additional works being agreed.

This item is to be deferred to January, and in the meantime options need to be explored. Potential solutions are required, to be looked at, and options considered at the Abbey Ponds Working Group in January, with recommendations to full council thereafter.

#### **25/104: Reports from Somerset Councillors:**

- a. Lucy Trimmell.
  - Tonight there is a road closure at Patwell Street. Cllr Trimmell has no idea of the reason but possibly it is for utilities works.
  - Is there an update about the double yellow lines scheduled to be installed at Station Road? The clerk provided a brief update, and Cllr Trimmell will chase it.
  - Cllr Trimmell attended a Health meeting last week, with the key topic being anti social behaviour (ASB), and Cllr Trimmell highlighted that there is ASB occurring frequently in Bruton. There were complaints about PCSO's not attending full meetings of town or parish councils to give reports, and how it would be helpful to have some attendance.

Please continue to report any ASB to the police either online or by phone.

- Cllr Trimnell is a member of the Homelessness Reduction Board. If we do notice anyone, report it to Shelter.
- The recent Boundary Commission consultation has been extended.

Councillors requested that the regular monthly briefing received is phrased less politically. An invitation was extended to the Christmas meal scheduled on 9<sup>th</sup> December.

- b. Apologies were received from Cllr Power.

**25/105: Reports - to receive reports from:**

- a. Members representing the Council on outside bodies.

Cllr Anderton reported that a Local Community Network (LCN) Highways sub group took place recently, but there wasn't a Somerset Council Highways department representative present. There is a new website page on the Somerset Council website that displays Highways information regarding planned works and schemes, and other Highways works for example gulley clearance.

Cllr Crawford provided feedback about the museum and further talks available this week.

- b. Town Councillors.

Cllr Fradley reminded councillors about the late night shopping on 4<sup>th</sup> December, and that help would be welcome.

Cllr Anderton reminded councillors to respond to the Christmas meal email please.

Cllr Jones attended a Somerset Rivers Authority (SRA) flood group meeting in Godney recently, and provided a short summary.

Cllr Wright recently attended a Library Management Committee meeting. He provided details about a photo project, and a book for sale, to raise funds. The library is a designated warm space over the winter. The flat above the library will become vacant at the end of the current letting period due to essential maintenance being required, and this will affect library income.

- c. Chair.

Cllr Buckland recently attended a tour of the Hummingbird School, which was very interesting. There were a number of opportunities discussed for the council to work with the school.

Cllr Buckland is also due to meet with the new head of Kings School, to discuss community engagement.

**25/106: Clerk's Report.**

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

**Noted.**

**25/107: 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 11<sup>th</sup> November 2025 and to note or approve any recommendations and decisions as required.  
**Noted**, and no recommendations.
- b. Finance and Resources Committee – to receive the minutes from the meeting held on 18<sup>th</sup> November 2025 (if available), and to note or approve any recommendations and decisions as required:
  - iii. To note that the internal auditors interim report has been considered at Finance and Resources Committee, along with any recommendations therein.  
**Noted**.
  - iv. To add Cllr Wright, and Assistant Clerk, as signatories onto the CCLA deposit accounts, in order to facilitate transfers in and out of those deposit accounts to the Town Council nominated bank account, the Unity Trust Current Account. Note any payments on the Unity Trust Current Account require the authorization of two councillors.

**It was RESOLVED [11-0-1] to add signatories as listed above..**

Good progress is being made on the budget.

- c. Strategic Planning Committee- [to receive the minutes](#) of the meeting held on 21<sup>st</sup> October 2025, now available.  
**Noted**.
- d. Climate and Ecological Emergency Working Group –[To receive an update](#) from the meeting held on 4<sup>th</sup> November.  
**Noted**.

- e. BruBowl Working Group – to receive an update from the working group, meeting held on 17<sup>th</sup> November 2025.

New members to join the working group have been identified, along with a possible person to lead the fundraising for Brubowl. Other fund raising was discussed. A target date to start the project build in September 2026, with a completion date in February 2027 was discussed, subject to funding being achieved.

- f. Events Working Group – to receive any updates and consider any recommendations from working group meetings held.

A short overview of the Christmas Event. Some concerns were raised about the streamlining of the stall placing on the evening. A plea was made for all helping hands to be available at the beginning and the end of the night.

#### **25/108: Community Payback/Unpaid Work Team policy.**

To consider a policy overviewing the Community Payback/Unpaid Work Team undertaking planned works within the Bruton Parish area.

- a. To discuss the policy with a view to adopting the draft document circulated.

The policy was discussed, with the main issue of insurance being the focus. What sort of cover is provided by the town council, for activities carried out by the unpaid workers? It may be that the use of the Unpaid Work team is only for land owned or leased by the Town Council.

Insurance cover needs to be clarified and incorporated into the policy.

It was proposed to adopt the policy as circulated, subject to the insurance cover for the activities being clarified.

**It was RESOLVED [6-0-6] to adopt the policy, subject to the issues of insurance cover being clarified.**

- b. To consider, if agreed, how the Community Payback/Unpaid Work Team planned activities can be directed effectively, and to consider any next steps.

Any planned work needs to be very detailed, basic and set (for example, gulleys and clearance, weeding or litter picking in standard areas).

Routine tasks are vital, to ensure that the required works are clearly understood, and straightforward to undertake by the Unpaid Work Team. A member of staff, therefore an officer, will be required to supervise the

works taking place, which may prove challenging depending when the Unpaid Work Team are scheduled to attend Bruton.

**25/109: Bank Reconciliations.**

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

**It was RESOLVED [12-0-0] to approve the bank reconciliation for the period of 1<sup>st</sup> October to 31<sup>st</sup> October 2025 as circulated.**

- b. To note that Cllr Anderton attended the Community Office on 4<sup>th</sup> November 2025 to agree the bank reconciliation for 1<sup>st</sup> to 30<sup>th</sup> September 2025.

**Noted.**

- c. To note that Cllr Jones attended the Community Office on 12<sup>th</sup> November to agree the bank reconciliation for 1<sup>st</sup> to 31<sup>st</sup> October 2025.

**Noted.**

Cllr Jones left the meeting at 9.03 pm.

**25/110: Accounts for Payment.**

- a. To approve the [payments for November 2025](#).

**It was RESOLVED [10-0-1] to approve the payments for November 2025 as published.**

Cllr Jones returned to the meeting at 9.04pm.

- b. Schedule of payments for December 2025. To delegate to the clerk in consultation with the Chair and Vice Chair to agree the payments in December 2025, that are to meet contractual obligations, that are within budget limits or those payments that are for services and orders agreed by Full Council or Committees at previous meetings. The list of payments made will be presented to Full Council at the January Full Council meeting.

**It was RESOLVED [12-0-0] to approve to delegate to the clerk in consultation with the Chair and Vice Chair to agree the payments for December 2025, as detailed above.**

- c. To note that funds totalling £25,000 have been transferred from the CCLA account to the town council current account to cover November payments, and that a further transfer will be made in December to cover December payments.

**Noted.**

- d. To note that further funds transfers will be likely to meet the commitments regarding the footpath refurbishment and gateway upgrade, which will be reported accordingly at the next full council meeting.

**Noted.**

**25/111: Date of the next meeting of the Full Council:** The next full council meeting is Tuesday 20<sup>th</sup> January 2026, 7.30pm at the Community Hall. Agenda items to the clerk by 13<sup>th</sup> January 2026.

Meeting closed at 9.10pm.

**END OF MINUTES**

**DRAFT**