

Minutes of the Town Committee meeting held at Bruton Community Hall on Tuesday 19th May 2026 at 7.30pm.

Councillors present: Cllrs, Coulter, Crawford, Dunn, Fradley, Jones.

In the Chair: Cllr Coulter.

Officers in attendance: Assistant Town Clerk (ATC).

Members of the Public: Cllrs Bateman and K Anderton

Public session was not required.

Meeting started at 7:30pm.

Minutes

T26/01: Apologies for absence (LGA 1972 s85 (1)).

To receive and approve any apologies of absence.

Apologies received from Cllrs Stuart Anderton, Taylor and Baker.

It was RESOLVED [5-0-0] [For-against-abstain] to accept the apologies and the reasons given.

T26/02: Declarations of interest.

Declarations of Interests 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).

None.

T26/03: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To approve the minutes of the meeting dated [3rd February 2026](#) as a true and accurate record of that meeting.

It was RESOLVED [5-0-0] to approve the minutes of the meeting dated 3rd February 2026 as a true and accurate record of that meeting.

The Chair signed the minutes.

T26/04: To receive a short-written report from the clerk and an update regarding actions from the previous meeting.

This report will be circulated and will be available on the Bruton Town Council website.

The ATC summarised the report which was noted by all.

T26/05: To receive working group notes and to consider any recommendations and actions:

- a. [Abbey Ponds Working Group meeting on 20th April 2026.](#)

Cllr Jones noted that there were no recommendations. A productive meeting with members of the working group and Historic England took place, which helped clarify the terms within the Section 17 management agreement. The possibilities of holding water in the top pond were also discussed, and this would require archaeology services to complete and submit an application.

T26/06: To receive the Remembrance parade road closure management quote.

No quote received yet. There is budget up to £500 for this.

T26/07: To determine the next steps following advertisement of the Town Ranger one year contract.

The [advert](#) was posted on the Bruton Town Council website and social media, also sent by email to potential interested contractors.

To date no applications have been received.

The recommendation is:

- Re-advertise using the website and social media
- A weekly social media drive
- Advertise in the Dove
- Additional posters in the High Street where permitted and in both noticeboards.

It was proposed to extend the advertisement period for a further 2 months, with a closing date at the end of July, to include the comment; 'Deadline may be brought forward should a large number of applications be received'.

It was RESOLVED [5-0-0] to extend the advertisement period for Town Ranger to the end of July, using the above methods.

T26/08: To acknowledge permission request for tree works at Station Road car park.

It is recognised that this work is essential, however, it should be requested that it does not take place around the August bank holiday weekend when Packhorse Fair is taking place there, and to check for funerals taking place at St Mary's website.

It was RESOLVED [5-0-0] for officers to complete the permission request for tree works at Station Road car park, including the advice regarding August bank holiday and St Mary's Church funeral bookings.

T26/09: To review/decide picnic bench and location options at Jubilee Park.

It was proposed and seconded to explore Option 2 (4+1) at £555, and seek quote and viability for installation at the copse at Jubilee Park.

It was RESOLVED [3-0-2] to select option 2 (4+1) picnic bench at £555.

T26/10: Cuckoo Hill & Durslade Allotments:

- a. To receive inspection reports and consider recommendations from volunteers.

The report was noted by all.

- b. To consider quote for fence repair at Cuckoo Hill Allotment site.

It was RESOLVED [5-0-0] to approve and recommend the quote for fence repair at Cuckoo Hill Allotment site.

- c. To consider quote for raised beds repairs.

It was RESOLVED [5-0-0] to approve and recommend the quote for raised beds repairs.

T26/11: To review cycle rack and planter options for Library Junction installation and consider next steps.

The options were reviewed and considered by all.

Cllrs Jones, Coulter and Fradley will meet at Library Junction to explore the various possibilities on-site with measurements, and will return to next meeting with a proposal. Options to explore are:

- Sheffield Hoop style (with decorative bicycle cut-out).
- Plain Sheffield Hoop with separate planter.
- Planter options to be researched.

T26/12: To discuss possible sites for a new defibrillator, to be sourced by Cllr Baker with grant funding.

It was confirmed that the site will need to include an electricity supply, which is for the weather safe box that the defibrillator sits in (this will incur a very small electricity cost).

The following positions were suggested, which the ATC will pass on to Cllr Baker for exploration:

- Mason's allyway.
- External to Sexey's school, covering that end of town which is currently lacking.
- Eastfields, working with Abri to establish suitable position with electricity supply. This could cover Cuckoo Hill.
- Cuckoo Hill estate play area, provided suitable electricity supply could be sourced.

It was also noted that all defibrillator positions should be presented on the digital display screen (from the website), in addition to registering on the National map register.

T26/13: To consider the DRAFT Digital Display screen policy for recommendation.

The policy was approved with the following amendments:

- Change the policy review period to annual whilst it is in the early stages of use.
- To add that a volunteer or councillor can be trained to upload content

Cllr Coulter will work with officers to organise training.

It was RESOLVED [5-0-0] to recommend the Digital Display Screen Policy with the above amendments.

T26/14: To discuss the missing 'Welcome to Bruton' sign on the Frome Road.
To consider replacement and decide next actions.

There are 2 options, which are to replace those that need it with the same design, or to replace all with a renewed design.

It was RESOLVED [5-0-0] to explore cost implications for both options, with a view to consideration within next year's budget.

T26/15: To consider the continuation of the 'Step into Bruton' publication with volunteer support.

1. Tricia Rawlingson-Plant and Cllr Crawford are currently looking to support with the continuation of the valued 'Step into Bruton' publication. It is hoped that costs will be covered by the business adverts.
2. To consider facilitating this publication with a 2-3 year revision recommended.

Cllr Crawford noted that these leaflets are currently down the last 10, and that they are popular with visitors, and volunteers in the front office often have to top up the display boxes.

It is hoped that business advertisements will cover the cost, which is currently being explored.

The Chamber of Commerce have been approached, but do not have the appetite or capacity to support the process towards a new design and print.

Cllr Crawford and Tricia Rawlingson-Plant are requesting help and assistance with the administration of this.

It was suggested that the schools are approached for support.

T26/16: To consider DRAFT contract and schedule for all priority works (category B) for wall repairs at St Mary's Churchyard and Jubilee Park.

1. To consider a one-year contract to cover the priority repairs indicated in the survey report, with the option to continue the contract after one year for medium priority repairs.

It was considered and approved to recommend this contract and schedule to progress this project.

2. To consider the process for planning from the Diocese and decide next actions.

Cllr Dunn has had experience of these applications and is happy to assist the ATC with this process.

If dates are not required at the point of application with the Diocese, then it is agreed that the ATC should proceed with the application now, ahead of the tender process.

T26/17: To consider the quotes received for the Dovecote Building energy supply contract.

It was RESOLVED [5-0-0] to recommend the 2 year British Gas contract totalling annual charges at £1,555.64.

T26/18: Town Committee Budget.

1. To note Spend to Budget for 2025/26.

It was noted that if the allotment repairs (item T26/10) are to be taken from the allotment budget, this could result in an overspend. Noted that these repairs could be taken from 'other repairs' budget line comfortably. ATC to return to the next meeting with the total earmarked reserve for Library Junction when reviewing the installation options there.

2. To consider recommendation of 'extra works' budget.

Cllr Coulter proposes a budget line to cover items such as the office alarm, when there is no specific budget set.

It was RESOLVED [4-1-0] to recommend a 'Town Committee Capital Items' budget of £5000, with spending over £1,000 to be approved by Full Council.

T26/19: Date of next meeting 21 July 2026.

The next meeting is on 21 July 2026. Agenda items to the Assistant Clerk by 7 July 2026.

Noted.

Meeting ended at 9:02 pm

END OF MINUTES