

Minutes of the Town Committee meeting held at Bruton Community Hall on Tuesday 21st July 2026 at 7.30pm.

Councillors present: Cllrs, Fradley, Coulter, Anderton, Jones, Baker and Crawford

In the Chair: Cllr Coulter

Officers in attendance: Assistant Town Clerk (ATC).

Members of the Public: Charles Couzens (CC) to give some detail for agenda item T26/26.

Public session:

CC gave an introduction summary of the Forrest of Selwood (Local Charity) plans for funding received that will be used to work in Bruton and Witham Friary for the purpose of wild meadows restoration. The TC manages Abbey Ponds and Abbey Park land (around Dovecote), which is ideal land for this purpose, particularly the slope. This area of land was surveyed over 10 years ago which identified some interesting wild species at that time. It is felt the land is not currently effectively managed to nurture these wild species. It would be helpful if the newly employed officer at The Meadows, Lucy Stockton, could start looking at the land with a view to creating a proposed management plan. CC would like the council's permission for a survey and once a proposed plan has been created, to report back to town committee.

Meeting started at 7:34pm.

Minutes:

T26/20: To elect a new Chair of Town Committee 2026/27.

It was proposed by Cllr Coulter and seconded by Cllr Fradley to elect Cllr Dunn, who although not present this evening, has expressed her interest.

It was RESOLVED [For against abstain] [6-0-0] to elect Cllr Dunn as the new Chair of town committee 2026/27.

T26/21: To elect a new Vice Chair of Town Committee 2026/27.

Cllr Fradley proposed Cllr Coulter as Vice Chair, seconded by Cllr Anderton.

It was RESOLVED [6-0-0] to elect Cllr Coulter as Vice Chair of town committee 2026/27.

Cllr Coulter continued to chair the meeting in the new chair's absence.

T26/22: Apologies for absence (LGA 1972 s85 (1)).

To receive and approve any apologies of absence.

Apologies received from Cllrs Dunn and Taylor.

It was RESOLVED [6-0-0] to accept the apologies and reasons received for absences.

T26/23: 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).

No declarations of interest.

T26/24: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To approve the minutes of the meetings dated [24th March 2026](#) and [19th May 2026](#) as a true and accurate record of those meetings.

It was RESOLVED [6-0-0] to approve the minutes dated 24th March and 19th May 2026 as true and accurate records of those meetings.

Cllr Coulter signed the minutes.

T26/25: 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.

ATC summarised the report which was noted by everybody.

T26/26: Dovecote land management.

To consider the potential for the Forest of Selwood meadows restoration project to influence the way in which the land around the Dovecote is managed.

Cllrs made the following observations for CC:

- There is a planned memorial wood, with 3 trees already planted, at the foot of the Dovecote (behind the skatepark). CC fed back that there are already some Elms growing there (near the ponds) that could be replanted in this area.

- There is currently an annual grass keep agreement in place with a local farmer who would need to be involved and kept informed. CC noted this.
- CC is happy to liaise with Cllr Jones and ATC as this progresses.

It was RESOLVED [6-0-0] to give permission to The Meadows to conduct a wild meadow survey of the Abbey Ponds and Park land, with a view to return the results and land management proposal to town committee for future consideration.

T26/27: Organic weed spray.

To receive positive feedback from SLR following trial at Dovecote car park and to consider extending use in other areas.

It was RESOLVED [6-0-0] for SLR to use organic weed spray in other areas around the town.

T26/28: To receive working group notes and to consider any recommendations and actions:

1. [Abbey Ponds Working Group meeting on 13th May 2026.](#)

To consider recommendation to instruct an archaeologist's desk-based assessment of the Abbey Ponds area.

Cllr Jones reported that this was advised by Historic England during recent works to progress plans to maintain/restore ponds habitat. The fee of £850 will cover the archaeological desk-based survey. There is budget in place for this in the Abbey Ponds budget.

It was RESOLVED [6-0-0] to approve the recommendation and quote for an archaeological desk-based survey.

T26/29: Cuckoo Hill & Durslade Allotments:

1. To note inspection report (if available) and consider any recommendations or actions.

Inspections took place just today and report will come to next meeting.

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

It was RESOLVED [6-0-0] to approve the quote for fence repair at Cuckoo Hill Allotment site.

3. To consider quote for raised beds repairs.

It was RESOLVED [6-0-0] to approve the quote for repair of the raised beds at Durslade walled gardens.

4. To consider request for Osip and The Old Pharmacy to host a picnic in the orchard at Durslade gardens as part of the Big Brue Festival.

It was noted in the request:

- The picnic would take place between 12-3pm on Saturday 20th and Sunday 21st September.
- The picnic would be hosted by Osip and The Old Pharmacy.
- The Big Brue would have stewards on hand to look after the allotment, take care of rubbish and ensure minimum impact is caused to allotment owners.
- The Big Brue Festival organisers will seek permission from allotment holders.
- Hauser & Wirth Somerset support this.

It was RESOLVED [6-0-0] to give permission for a hosted picnic in the orchard at Durslade gardens.

T26/30: Road closure application.

1. To note the quote for the Remembrance Parade Road Closure management, which will be within budget.

Noted, within budget.

2. To note request from Bruton Chamber of Commerce regarding Bruton Festive Spirit road closure.

It was noted that Bruton Town Council Town Council is willing to continue arranging and funding the road closure, but it considers that the organisation of the event itself, including stewarding arrangements, is a matter for the Chamber of Commerce.

3. To confirm the road closure arrangements for Bruton Festive Spirit, as detailed in the Clerk's report.

Noted and approved. It was noted by the ATC that there is some outstanding documentation (Insurance and Temporary Event Notice) awaited from the Chamber of Commerce to proceed with the application and to get a quote for the road closure management. If this does not arrive by mid-August, the application will not be possible.

T26/31: Cuckoo Hill Cemetery.

1. To consider personal request from family to allow a second family member to be interred in with his mother, originally a single burial plot.

Since publishing this agenda, it has been discovered that this is no longer a possibility following inspection of grave.

2. To consider a separate request for a memorial bench.

A request has been received for a memorial bench at Cuckoo Hill cemetery. Cllr Anderton suggested that the family should be made aware of the plans for County fields, as there may be a more suited position for a bench on this site. ATC to contact the family.

T26/32: Summary report from work experience student; to consider display via website and digital display.

Cllrs agreed, this was a wonderful presentation and would be great to add to website and digital display screen.

T26/33: Cycle rack and planter options at Library Junction.

To receive feedback from Cllrs Jones, Coulter and Fradley and consider next steps.

Following a site visit with measurements the site has the capacity for 2 oval planters with 4 Sheffield hoops.

Cllr Jones is currently in discussion with Hummingbirds school regarding the planters, and the planting, as a project for the students to get involved in.

It was proposed for a further 4 Sheffield hoops to replace the current rack on Crown Green, removing the old rack which is not fit for purpose.

Next steps;

- Cllr Jones to progress talks with Hummingbirds school.
- Officers to seek permission from Somerset Highways for installation of 4 Sheffield hoops at Library Junction.
- ATC to obtain quote for installation from SLR – Crown Green will need a concrete base).
- Return with updates to next town committee meeting.

T26/34: To review Town Ranger one year contractor applications and discuss next actions.

ATC provided a scoring matrix and summary of observations for consideration with the application letters; this information was noted by all.

It was RESOLVED [6-0-0] that contractor A is recommended for the Town Ranger contract.

Thanks to both contractors for their keen interest.

T26/35: Tree at Jubilee Park;

1. To note the recent tree survey report.

Tree surgeon's recommendation to fell the field maple tree at Jubilee Park was noted.

The suggestion from CEEWG for the tree stalk to remain as a wildlife was agreed. ATC to contact the Tree Surgeon/SLR/One Planet Bruton to agree the location for this at Jubilee Park.

2. To note the quote to fell the tree, and that the planning notice has been displayed.

Noted and approved.

3. To note permission has been granted by the Friends of Hugh Sexey's Hospital, for any necessary action to the tree.

Noted.

4. To discuss replacing this tree in co-ordination with the Bruton Flower Club who would like to provide a donation.

Noted that Friends of Hugh Sexey's Hospital have already given permission for this. If Bruton Flower Club are happy to provide a donation this would be welcomed. This would need advice from the tree warden as to what type would be most appropriate. ATC to coordinate with Bruton Flower club, SLR, Tree Surgeon and Tree Warden.

T26/36: Picnic benches

1. To receive request for more benches in the town and discuss next actions. There has been no change to the ASB at this area by not having a picnic bench there, it is therefore proposed to add budget for next year to return 2 picnic benches (1 accessible) at the stepping stones.

It was RESOLVED [6-0-0] to recommend the cost of 2 picnic benches (1 accessible) in the 2027/28 budget.

2. To receive advice and quote from SLR for installation of accessible picnic bench at Jubilee Park (copse area). Option 4 has been recommended (7 + 1 seater).

It was RESOLVED [6-0-0] to approve and accept the quote for installation of the 7 + 1 accessible picnic bench (Option 4) at Jubilee Park (Copse area).

T26/37: To consider the quotes for MUGA floodlights upgrade.

To consider 2 separate quotes from the same contractor, and decide next steps:

- a) LED lighting with timer and daylight sensor
- b) LED lighting with token meter

Both options were considered with the following observations:

- Option a (Timer and daylight sensor) would risk the use of energy when unnecessary and is not considered in line with Bruton Town Council's green policy.
- Option b (Token meter) would ensure no energy is wasted.
- A lower 200W brightness would be preference to limit light pollution as much as possible.
- Questions:
 - How long a time per token?
 - Can it still be switched off when users have finished?
 - Will it have an override to turn off by 10pm?

ATC to return with answers to the above for the next meeting with a view to the token meter being the preferred option.

T26/38: Burrowfield Square

To consider installation of bollards on the patch of grass, to prevent regular parking, at a cost of £60 plus VAT.

It was RESOLVED [6-0-0] to accept the quote to install bollards at Burrowfield Square.

T26/39: To consider draft policies;

1. MUGA Policy and Hire Application form.

Amendments:

- MUGA Policy amendments; Lights MUST be switched off by 10pm.
- MUGA Hire application form; ATC to remove donations comment.
- Following the above amendments, and renewal of MUGA lights, both policy and hire application to be recommended at Full Council.

2. Memorials Policy

Amendments:

- Scope; move benches to the last option, add in 'selected memorial installations must be in line with town's needs.
- Include 'All applications are subject to approval by the council'.
- 5. Application process; instead of preferred location, location to be discussed/agreed with the council officers.
- Add 'Costs to be covered by applicants'.

It was RESOLVED [6-0-0] to recommend adoption of the Memorials Policy to Full Council following the above listed amendments.

T26/40: What's on Bruton and Bruton Walks websites;

To consider proposal/quote from ZEN IT Support as circulated in the meeting papers.

Both websites have been assessed for accessibility in line with the AGAR Assertion 10 requirement. ZEN IT Support have provided a list of elements that will need attention/further assessment and have given individual estimated hours/costs for each website.

It was proposed to approve this quote and recommended for the 2027/28 budget.

It was RESOLVED [6-0-0] to approve the quote and recommend ZEN IT Support work on both websites in alignment with accessibility requirements.

T26/41: Town Committee Budget.

1. To consider 2027/28 budget.

Items for further consideration at the next meeting: -

- County Fields
- Picnic benches
- Play area equipment
- Walls
- IT increase for walks/town website
- Scribe Allotments
- MUGA lighting quote (to add in the higher cost for consideration).
- ATC to get some quotes for fingerpost directional signage for the triangle outside the church.

2. To note Spend to Budget.

Noted by all.

T26/42: Date of next meeting 22 September 2026.

The next meeting is on 22 September 2026. Agenda items to the Assistant Clerk by 11 September 2026.

Noted by all. Cllr Anderton gives his apologies ahead of this meeting.

**MEETING ENDED AT 9:11PM
END OF AGENDA**