

Minutes of the MEETING of the TOWN COUNCIL on Tuesday 29 September 2026 at 7.30pm held in the Community Hall.

Councillors present: Councillors K Anderton, Baker, Bateman, Crawford, Dunn, Fradley, Hood, Taylor, Wright.

In the Chair: Both the Chair and Vice Chair are absent, the first item of business is to elect a chair from those council members present.

Officers present: Town Clerk.

Somerset Councillors: Cllr Tom Power.

Members of the Public: 4.

Public session started at 7.30pm.

A member of the public was present to provide an to update regarding the new bus link to Castle Cary train station, which does not currently serve Bruton. It is hoped that the service will continue after the six month trial, and extended to serve the Bruton area.

Public session ended at 7.34pm.

Meeting started at: 7.34pm.

MINUTES

To elect a chair for this meeting.

As both the Chair and Vice Chair had submitted apologies for tonight's meeting, the first item of business was to elect a councillor to act as chair for this meeting. It was proposed that Cllr Hood is elected to chair the meeting.

It was RESOLVED [9-0-0] [for-against-abstain] that Cllr Hood chairs this meeting.

26/65: Apologies for Absence (LGA 1972 s85(1)).

Apologies for absence were received from Cllrs S Anderton, Coulter and Jones.

It was RESOLVED [9-0-0] to receive and approve the apologies submitted and the reasons given.

26/66: 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).

None.

26/67: 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 28 July 2026.

It was RESOLVED [9-0-0] to approve the minutes for the full council meeting held on 28 July 2026 as a true and accurate record of that meeting.

Cllr Hood signed the minutes.

26/68: Reports from Somerset Councillors:

- a. Lucy Trimnell. Cllr Trimnell sent apologies.
- b. Tom Power. Cllr Power delivered a short oral report. He conveyed apologies from Cllr Trimnell. Case work has started to increase now the autumn is here, and the holiday season is over. Somerset Council recently passed a Dementia Motion, to make the county of Somerset more dementia friendly.

26/69: Casual Vacancy.

As a result of non-attendance by a councillor, a casual vacancy has arisen. The vacancy has been advertised, and can be filled by co-option. To consider any applications received, and co-opt accordingly.

There were two applications received, and both candidates were present. Candidates were offered an opportunity to briefly address councillors and any members of the public present.

The clerk distributed voting slips to councillors present, to conduct the vote by ballot as per Standing Orders 3t.

It was RESOLVED [5-3-1] to co-opt Paul Tooth as a Councillor on Bruton Town Council.

Cllr Tooth signed the Declaration of Office and joined the meeting.

26/70: Reports - to receive reports from:

- a. Members representing the Council on outside bodies.
 - Cllr Crawford shared that the museum is holding its Festival of Heritage and History in October. There is a programme of events available on the museum website.
 - Cllr Hood shared two Good Company updates. The recent bid for a large field area was unsuccessful, however Good Company have engaged with the new landowner, who is keen for the area to be open community space and making space for nature (as well as some grazing). Good Company are launching a Digital Café in Bruton starting in November in the community hall, to coincide with the coffee mornings held there.

b. Town Councillors.

- Cllr Dunn has been approached by a resident asking if the Community Office could be open on a Saturday. This will be considered at the next Town Committee meeting.
- Cllr Crawford confirmed that the updated Step into Bruton leaflet is due to be printed and should be ready on 10 October for distribution.

c. Chair. None.

26/71: Clerk's Report.

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

The clerk gave a short oral summary of the report.

26/72: 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 22 September 2026 if available, and to note or approve any recommendations and decisions as required.

Cllr Dunn summarised the key points for councillors, with the following items for further consideration.

- i.** T26/52 request for removal of locked access to defibrillator cabinets. Further information is required, but committee members recommended that Full Council considers this request.

Councillors discussed the removal of locked access to defibrillator cabinets. The clerk clarified that the town council insurance provider will not cover the defibrillator against malicious damage and theft if the cabinet is unlocked and nor was paying an extra premium an option; insurance cover for a defibrillator in an unlocked cabinet was not available. Councillors at Town Committee were divided about whether the cabinets should remain locked or be unlocked.

Cllr Baker provided details about the frequency of usage for all defibrillators.

Councillors discussed the issue of insurance cover for the defibrillators if the cabinets are unlocked, and whether the cabinet being unlocked could be assessed on a case by case basis.

It was RESOLVED [0-9-1] against the removal of locked access to defibrillator cabinets. The resolution supports keeping the defibrillator cabinets locked.

- ii.** T26/56 Cycle rack installation at Library Junction. It was recommended that full council consider the cycle rack installation at

Library Junction (2 hoops at Library Junction and 2 at Crown Green).
Note, permission from Highways is still awaited.

The cycle rack hoops and installation costs need to be met from the Library Junction earmarked reserve, which can only be agreed by full council. The cycle rack hoops at Crown Green can go ahead.

It was RESOLVED [10-0-0] to agree the installation of cycle rack hoops at Library Junction (subject to approval being received from Highways) and to meet the costs from the Library Junction Earmarked Reserves.

- iii. T26/57 MUGA floodlights upgrade. It was recommended that full council approves the token meter floodlight upgrade, and to either consider including in the 27/28 budget or from the current MUGA sinking fund reserve.

It was proposed to agree the token meter and replacement of existing lights with LED alternative, with a quote of £7241.18. The referral of funding to full council is to ratify the recommendation and to determine how to fund the upgrade: making a provision in the 27/28 budget, funding the refurbishment from the MUGA Sinking Fund Earmarked Reserve, or a combination of the two.

The current access to switch the MUGA lights on is not satisfactory at the moment (two padlocks and a manual switch), and the LED alternative would be more energy efficient.

It was RESOLVED [10-0-0] to go ahead straight away with the LED alternative and token meter refurbishment of the MUGA floodlights and to fund the refurbishment from the MUGA Sinking Fund Earmarked Reserve.

- b. Climate and Ecological Emergency Working Group (CEEWG)– to receive an update if available.

- i. To note the resignation of Nick Truman from the Working Group.

Noted.

- ii. To agree to working with Somerset Wildlife Trust to prepare a Climate Adaptation Plan, which may include working with neighbouring parishes.

Cllr Hood overviewed the presentation received at the last CEEWG meeting from Somerset Wildlife Trust (SWT), which focused on community involvement to create a Climate Adaption Plan (CAP). A CAP would complement the One Planet Bruton Action Plan. The ideal area would be the Upper Brue catchment, which would encourage working with Pitcombe and Brewham parish councils.

At this stage an expression of support is requested from councillors to go ahead and liaise with those councils. Councillors had no objection to engaging with other councils.

- c. BruBowl Working Group – to receive an update from the last meeting (14 September 2026), and any other information.

Cllr Wright provided a short overview of the recent meeting and actions, with a summary of funds raised and ‘pledged’ to date. The Big Brue festival offered an opportunity for working group to network, and raise the profile of the Brubowl project. As a result there are a couple of larger potential donations that could support the project.

There is an informal goal for fund raising of February 2027 to be close to the funding target, which would enable an application to Sport England for crowdfunding which would be eligible for matched funding.

Thank you to Good Company who are supporting fundraising in the community. The raising of the Brubowl profile has been really positive.

26/73: Committee and Working Group membership.

To consider the addition of members to committees or working groups as required.

It was proposed Paul Webb, Black Bee Honey (not present at the meeting) who is keen to be a member of the CEEWG.

It was proposed that Cllr K Anderton is appointed as a member of the Grievance and Disciplinary Panel.

It was proposed that Cllr Tooth is appointed a member of Town Committee.

It was RESOLVED [10-0-0] to appoint members to Committees and Working Groups as proposed above.

26/74: Strategic Planning. To receive updates and consider the next steps for the following:

a. County Fields.

- i. To receive a short update from the ‘County Fields Working Group’, (the first meeting took place on 25 August 2026) regarding progression of the lease and managing the area.

The clerk gave a short oral summary of actions that had been undertaken:

- The titles of adjacent properties are being obtained from the HM Land Registry, to establish any rights and easements for adjacent properties
- The clerk has spoken with a solicitor to seek further advice.
- Further contact to be made with adjacent properties regarding the planned route of the footpath/cycleway to inform them of the town council’s intentions.

- ii. To consider a solicitor's quote for the review of the Heads of Terms received from Somerset Council, provide feedback and make appropriate suggestions (if any) to revise any wording.

An estimate of the possible fees has been received. It was proposed to agree to engage with the solicitor to obtain advice on and suggestions for any rewording of the Heads of Terms, up to a ceiling of £1500, at which point any further expenditure would need to be agreed by full council.

It was RESOLVED [10-0-0] to agree expenditure of up to £1500 for solicitors fees to obtain advice and any suggestions about rewording.

- iii. To receive responses from Somerset Council (if any) regarding the Memorandum of Understanding (MoU) which covers the phosphate mitigation in 'County Fields' bottom field, and consider any next actions.

A response was received from Somerset Council Planning on 24 September, which included a request for the clerk to forward the MoU as Somerset Council as the planning officer does not have access to a copy.

Cllr Hood also mentioned that a project manager would be required if the footpath/cycleway did go ahead. The clerk has made some enquiries, the responses of which will be discussed at the next working group meeting.

A further meeting of the working group will be arranged once the solicitor's advice has been received, and more information is available from Somerset Council planning dept.

b. Bruton Town Plan.

Cllr Jones was not present at the meeting to provide an update.

26/75: Bridleway diversion WN22/2

To respond to the consultation about a proposed diversion of bridleway WN22/2.

The town council have not been consulted about the proposed diversion as the footpath is just within the Pitcombe parish border, but it is a popular route which features on the Walks website.

Councillors discussed the proposed diversion, which is deemed to be much safer, however when there is livestock in the field, walking through can be problematic.

It was proposed that the town council does not object to this diversion.

It was RESOLVED [6-3-1] that the town council does not have objections to the proposed diversion, however a representation is required to be sent to Somerset Council to say that the decision is not unanimous.

26/76: Somerset Council and Devolution of assets to Bruton Town Council.

To discuss a recent communication from Somerset Council and to consider any assets for devolution that the Town Council may wish to proceed with.

The proposed areas were discussed, which include:

- Cuckoo Hill Play area.
- Land adjoining Crown Green, Bishton Green and stepping stones area.
- Area known locally as Riverside Walk, adjacent to Plox.
- Land opposite to Lusty Gardens.

The financial benefit of undertaking these assets was discussed. It was recognised that having control of management of these assets would be of interest to councillors. The capacity to being able to manage the areas was considered.

It was proposed to say 'yes' to continue to express interest, and request that the due diligence is undertaken.

It was RESOLVED [7-0-3] to respond 'yes' in principle, and make a final decision once due diligence has been undertaken by Somerset Council.

26/77: Bruton School for Girls (BSG).

To receive any updates, and to consider any next steps, if required.

Cllr Hood provided a brief summary of the history.

It was proposed that Cllrs S Anderton, Hood and Jones, working with the Deputy Clerk, are delegated to consider the proposed land apportionment between the two charities, to possibly propose that an independent valuation of the site is undertaken and to consider further correspondence to the charity commission if deemed necessary.

It was RESOLVED [10-0-0] to agree the above proposal.

26/78: Jubilee Park Pavilion and Youth Club Trust (JPPYCT).

To receive any update about the pavilion and the trust (if available), and to consider any next steps.

The clerk provided a summary of actions to date:

- Bank account signatories have been changed (as far as can be ascertained).
- Cllr Baker (a JPPYCT trustee) now has online access to be able to update the charity trustees.
- The clerk has collated a list of urgent actions, to be circulated to trustees.
- There are two members of the public who have expressed an interest in being members of the management committee. The clerk is meeting with one of them next week, who is also prepared to undertake the treasurer role.

- a. To add David Taylor as a trustee.

It was RESOLVED [10-0-0] to appoint Cllr David Taylor as a trustee to the Jubilee Part Pavilion and Youth Club Trust.

- b. To consider the addition of any further trustees.

None at the moment.

26/79: Youth Provision

- a. To receive some feedback from the Youth Provision Contract review scheduled for 24 September, with the three other councils sharing the provision, and consider any next steps or actions.

The clerk provided a short oral summary of the outcomes from the meeting that took place recently. Actions include all councils within the South East Somerset Local Community Network being invited to be included in the Youth Contract, and developing common ground with the Rural Practice Network with a view to securing additional funding for the continuation of the Youth Provision Contract.

It is likely that the contract will go out to tender, possibly as soon as November 2027, which means councils will need to confirm that they are continuing with the provision by the end of October.

The clerk is intending to provide a report regarding the Youth Contract to be considered at Finance and Resources Committee in October.

- b. A request to use the earmarked reserves of £256.25 (SALC Health and Well Being Grant budget 2025/2026) to fund a morning at a local outdoor activity centre for attendees at the Bruton Youth Club.

The clerk overviewed the opportunity to support a pilot session for youth group attendees to take part in a morning session at a local outdoor activity centre in Bruton. It was proposed to use the earmarked reserves for the pilot session.

It was RESOLVED [10-0-0] to use the funds as proposed to fund the pilot session.

26/80: General Data Protection Regulations (GDPR) Policies.

To review and adopt the policies as listed below which are required to comply with the Annual Governance and Accountability Return Assertion, Data handling and storage.

- a. Bring Your Own Device Policy.

Some discussion took place about the data that councillors have access. It was agreed to not continue the discussion at full council, but to consider

this policy and any other policies of this nature at Finance and Resources Committee meetings.

- b.** Amendments to the Document Retention Policy to comply with the Personal Data Retention Policy Expectations from the Somerset Council Pension Fund.

Councillors agreed with the amendment to the Data Retention Policy (increase holding payroll/pension records for 15 years) to comply with the requirements from Somerset Council.

It was RESOLVED [10-0-0] to amend the Data Retention Policy as detailed above.

26/81: Bank Reconciliations.

- a.** To approve the [bank reconciliations](#) for the current and deposit accounts and credit card for the period 1 July 2026 to 31 July 2026, and 1 August 2026 to 31 August 2026.

Noted.

- b.** To note that Cllr Fradley attended the Community Office on 27 August 2026 to agree the bank reconciliations for the periods 1 to 30 June 2026, and 1 to 31 July 2026.

Noted.

- c.** To note that Cllr Wright attended the Community Office on 14 September 2026 to agree the bank reconciliation for the period 1 to 31 August 2026.

Noted.

26/82: Accounts for Payment.

- a.** To approve [payments for August 2026](#).

It was RESOLVED [10-0-0] to approve the payments made in August 2026 as published.

- b.** To approve [payments for September 2026](#).

It was RESOLVED [10-0-0] to approve the payments to be made in September 2026, as published.

- c.** To note that a transfer of £15,000 from the CCLA account has been made to the town council current account to cover August payments. The second instalment of the precept was received from Somerset Council, and £100,000 was transferred into the CCLA account on 15 September.

Noted.

26/83: Conclusion of audit.

To note the conclusion of audit which has been circulated, published in the office window and on the Town Council Website.

Noted.

- a. To note the list of actions required to ensure that the GDPR and Data assertions of the Annual Governance and Accountability Return can have a positive response for the next external audit.

The list of actions, as circulated, was summarised by the clerk. The clerk suggested that the action list was also reviewed at least quarterly to note any progress made.

The clerk is speaking with the town council IT support contractor to ensure that officer laptops have increased data security (Microsoft license being updated to cover lockdown of council laptop if lost or stolen).

As a result of proposed changes with the external audit process in the coming years, the clerk will refer to this action plan as the 'Data Compliance Action Plan'.

26/84: Zip wire inspection and re-tensioning.

To consider a quote for the Zip Wire inspection and re-tensioning required annual visit, and to consider the budget to support this inspection.

The Zip Wire at Jubilee Park play area is very well used. An annual inspection of the Zip Wire is required, which is not included in the standard Sovereign Compliance inspection package.

Currently there is no budget provision available to fund this inspection. Councillors need to consider going ahead with the Zip Wire inspection, which will cost £599 + VAT, and how to meet that expenditure.

It was proposed to fund the inspection and overspend in the the Play Area inspection budget. The clerk will ensure that sufficient provision is made in future budgets to accommodate the annual inspection.

It was RESOLVED [10-0-0] to fund the Zip Wire inspection from the play area inspection budget as proposed.

26/85: Somerset Council quote for bin emptying 2026/2027.

To review, and agree the corrected quote from Somerset Council for emptying bins on Town Council areas of responsibility.

It was RESOLVED [10-0-0] to accept the quote for £6422 (+ VAT) from Somerset Council for the bin emptying contract for the current year 2026/27.

26/86: National Pay award agreed.

To note that the national pay award has been agreed. To agree that the national pay award is applied to all officers' salaries, and backdated to the start of the financial year, 1 April 2026.

It was RESOLVED [10-0-0] to apply the national pay award to all officer's salaries and to back date to 1 April 2026.

26/87: Date of the next meeting of the Full Council: The next full council meeting is Tuesday 27 October 2026, 7.30pm at the Community Hall.

Agenda items to the clerk by 16 October 2026.

Noted.

Meeting closed at: 9.21pm.

END OF MINUTES