**BRIMPSFIELD PARISH COUNCIL**

**Draft minutes of ANNUAL MEETING OF THE COUNCIL**

**HELD AT 7PM ON 17TH MAY 2022**

**IN THE VILLAGE HALL**

|  |  |
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|  | **Welcome and introductions –** |
|  | **Election of Chairman took place**  **Following a Nomination/seconded – Cllr Overbury was duly elected signing of acceptance of office papers** |
|  | **Election of Vice-Chairman took place – Following a Nomination/seconded – Cllr Parsons was duly elected signing of acceptance of office papers signing of acceptance of office papers** |
|  | **Attendance recorded as Parish Councillors** Tom Overbury, **Roger Lock, Michael McWilliam**, **Jane Parsons**, **Heather Eaton**, **Claire Jardine**, District Councillor Judd & 1 member of the public |
|  | **Apologies recorded Parish Councillor** Archie Larthe  County Councillor Joe Harris did not attend |
|  | **Declaration of Interest for matters on the agenda were invited- none** |
|  | **Public Participation was invited – none at this point** |
|  | **No Report received from County Councillor Harris** |
|  | **Report received from District Councillor Judd (this was deferred to the Parish Assembly which immediately follows this meeting)** |
|  | **Minutes of the previous Parish Council Meeting held on 14th April 2022 approved following minor amendments – Chair to sign updated copy** |
|  | **Council reviewed structure of committees/working groups and any delegation of authority to those committees**  **Common Land working group -no delegated authority– members Tom, Roger, Jane, Archie & Heather**  **Road Safety working group – no delegated authority – members Claire and Michael** |
|  | **Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council is able to be held** |
|  | **Council deferred changes possibly required to standing orders or financial regulations pending new publications** |
|  | **Council considered if any changes are required to the asset register – none** |
|  | **Council reviewed representation on outside bodies -none** |
|  | **Council considered if any changes are required to insurance policy for the coming year - none** |
|  | **Council considered if any changes are required to banking mandate - still in process for electronic banking – Clerk to chase** |
|  | **Council deferred any changes possibly required to its Complaints, Freedom of Information or Data protection policies procedure -pending new publication** |
|  | **Council confirmed it wishes to continue with its standard contracts for grass cutting and payroll,** |
|  | **Council confirmed it wishes to renew its subscription to GAPTC** |
|  | **Council approved the financial reports and payment list as attached** |
|  | **Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms** |
|  | **Council agreed that its meeting schedule shall remain as 3rd Tuesday of May, July, September, November, January, March commencing at 7.30pm** |
|  | **Any other business for information**  **Planning items since received and Council asked for an additional meeting on Monday 6th June at 7.30pm**  **Meeting closed at 19.38** |

**Approved Minutes of Extra Brimpsfield Parish Council meeting**

**held on 14th April 2022 at 7.30pm**

**In the Village Hall**

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| --- | --- |
|  | **Welcome and introductions** |
|  | **Attendance recorded as Parish Councillors Tom Overbury, Roger Lock, Michael McWilliam**, **Jane Parsons, Heather Eaton, Claire Jardine** & 1 member of the public |
|  | Apologies for absence received – Parish Councillor Archie Larthe & District Councillor Judd  County Councillor Joe Harris did not attend |
|  | **Declaration of interests on matters on the agenda were invited -none** |
|  | **Public session – no comments at this stage as member of the public wished to speak on item 8** |
|  | **Minutes of the previous meeting approved and minor amendments were approved by Council** |
|  | **An opportunity was given for District and County Councillors to speak to the meeting regarding the proposed Boundary Review and its possible implications – not in attendance** |
|  | **Council considered and approved its response to Boundary review consultation – details distributed via email and as attached - Discussion points**  **Following 2 roadshows /information sharing by CDC, Council considered the boundary relating to Brimpsfield Parish area**  **There are some dwellings which are close geographically to Birdlip**  **It was noted that Birdlip & Cowley Parish Council is intended to split**  **Public consultation and the lack of communication by CDC and the member of public noted that he was not informed on the matter until h**e **received the agenda of this meeting. He asked for his disappointment in the lack of consultation and publicity for this review**  **The member of public felt that the original map lines were not correctly drawn on CDC documents**  **Member (Chair) of the Parish Council had contacted the “affected” homeowners on the evening of the roadshow to make sure that they were aware. Other members contacted the public subsequently**  **CDC officer discussion point was raised by Parish Councillor as one of the quoted feed -back was disputed**  **Deadline date for feedback was discussed as the CDC meeting in May 2022 is due to make a decision.**  **Effect on electoral roll and individual contributions to annual precept was noted**  **Effect on postcode /house valuations was discussed**  **The Council specifically looked at Blue dotted line and accepted that this dwelling to move to Birdlip**  **Other properties discussed as listed on post-it note**  **Gowanlea/Blacklaines Farm House – had expressed a wish to be in Birdlip Parish**  **Haregrove /Leveretes**  **Church View Bungalow, Blacklaines House, Cranmore**  **Blacklaines Cottages 1, 2- had expressed an interest in Brimpsfield**  **Blacklaines Farm**  **Boundary within NDP’s (future) was noted**  **Council agreed this map as preferred boundary (as per SD email 13/4/22)** |
|  | **Council approved letter to property owners/contractors at Woodfield, Caudle Green to repair tracks across Brimpsfield PC owned common land -Cllr Claire Jardin** |
|  | **Any other business for the purpose of information sharing as no decisions can be made at this point**  21/03856/FUL The Mill House additional information available -noted |
|  | **Date of next meeting noted as 17th May 2022 at 7.00pm- AGM and 8pm for Parish Assembly**  **Village website to be asked to publicise. Agenda for Parish Assembly to be distributed 14 days before hand. Village Hall Committee Chair to be invited to present a report,** |
|  | **Close of meeting 20.17** |

**Year- end financial reports to 31/3/22**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **Payment/receipts** | **balance** |
|  |  |  |  |  |
| 01.04.21 | opening credit bal (TREASURERS C/A) |  |  | 4029.17 |
| 22/04/2021 | precept |  | 4743.00 | 8772.17 |
| 26/04/2021 | b j holder salary | so | 194.18 | 8577.99 |
| 17/05/2021 | b holder expenses | 580 | 59.61 | 8518.38 |
| 17/06/2021 | hmrc | 584 | 149.40 | 8368.98 |
| 19/07/2021 | b holder expenses | 585 | 68.81 | 8300.17 |
| 01/09/2021 | came & co | 586 | 374.50 | 7925.67 |
| 25/05/2021 | b j holder salary | so | 194.18 | 7731.49 |
| 25/06/2021 | b j holder salary | so | 194.18 | 7537.31 |
| 25/07/2021 | b j holder salary | so | 194.18 | 7343.13 |
| 25/08/2021 | b j holder salary | so | 194.18 | 7148.95 |
| 25/09/2021 | b j holder salary | so | 194.18 | 6954.77 |
| 23/09/2021 | precept |  | 1581.00 | 8535.77 |
| 14/10/2021 | hmrc j,a,s | 587 | 149.60 | 8386.17 |
| 14/10/2021 | pata | 588 | 23.85 | 8362.32 |
| 14/10/2021 | dicon roberts | 589 | 385.00 | 7977.32 |
| 16/10/2021 | b holder expenses | 590 | 67.99 | 7909.33 |
| 16/10/2021 | I selkirk | 591 | 105.00 | 7804.33 |
| 19/10/2021 | hmrc o,n.d | 592 | 149.60 | 7654.73 |
| 01/12/2021 | I partridge | 593 | 1290.00 | 6364.73 |
| 25\*10/21 | b holder salary | so | 225.48 | 6139.25 |
| 25/11/2021 | b holder salary | so | 225.48 | 5913.77 |
| 25/12/2021 | b holder salary | so | 225.48 | 5688.29 |
| 17/01/2022 | pata | 594 | 23.85 | 5664.44 |
| 28/01/2022 | b holder salary | so | 225.48 | 5438.96 |
| 28/02/2022 | b holder salary |  | 225.48 | 5213.48 |
| 18/01/2022 | b holder expenses | 595 | 13.74 | 5199.74 |
| 20/01/2022 | wayleave | receipt | 28.98 | 5228.72 |
| 28/03/2022 | b holder salary | so | 225.48 | 5003.24 |
| 09/03/2022 | pata | 596 | 94.20 | 4909.04 |
| 08/03/2022 | b holder expenses | 597 | 13.54 | 4895.50 |
| 10/03/2022 | t overbury website fees | 598 | 195.60 | 4699.90 |
| 22/03/2022 | b holder backpay | 599 | 41.64 | 4658.26 |
| 31/03/2022 | hmrc jfm | 600 | 160.00 | 4498.26 |

**Payment list for approval at May meeting**

**Expenses/clerk £16.81**

**HMRC £50.60 x3**

**GAPTC subscription £74.04**

**PATA Payroll annual fee £95.40**

**Roger Lock paint £59.99**

**Insurance** £446.53.

**Bank reconciliations**

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| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/21 |  | 4029.17 |  |
|  | payments TO 28/12/21 |  | 5883.89 |  |
|  | receipts TO 28/12/21 |  | 6352.98 |  |
|  | **Closing balance28/3/22/22** |  |  | **4498.26** |
| **BANK RECONCILIATION** |  |  |  |  |
| treasurers | bank statement 28/3/22 |  |  | 4658.26 |
|  | unpresented cheque | 600 | 160.00 |  |
|  |  |  |  | 4498.26 |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  | **current account** |  |  | **4498.26** |
|  | deposit account |  |  | 3146.86 |
|  | BANK BALANCE |  |  | **7645.12** |
|  | reconciled balance |  |  | 7645.12 |

**Reserves at year end**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 2021 | 2022 |  |
|  | reserves brought forward | 6479 | 7176 |  |
|  | general reserves | -1273 | 520 | Council budgeted for £900 overspend but achieved £1377 underspend |
|  | earmarked DEFIB grant | 625 | 625 |  |
|  | earmarked equipment | 1500 | 1500 |  |
|  | contingency fund | 6324 | 5000 | Ideally = 1 yr precept |
|  | at year end bank balance | 7176 | 7645 |  |

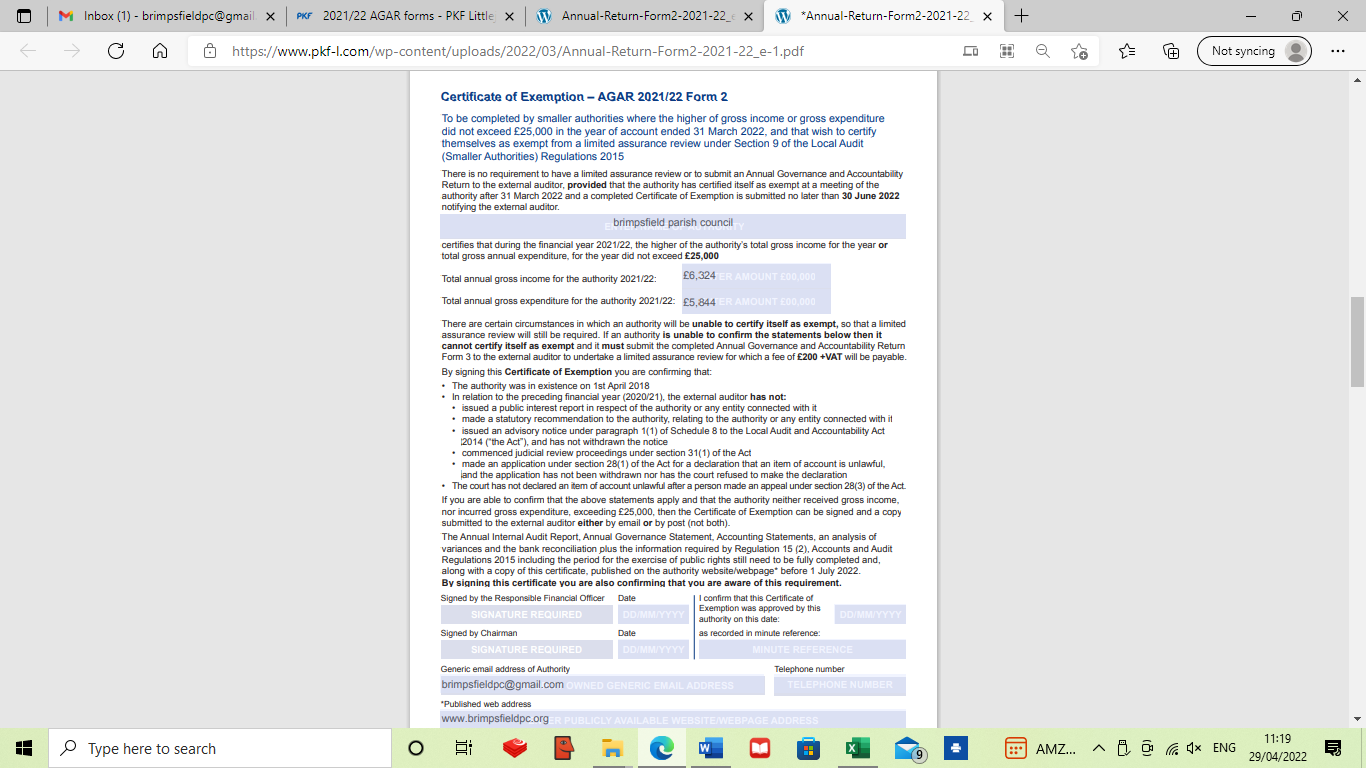
**Council approved distribution of reserves at year end.**

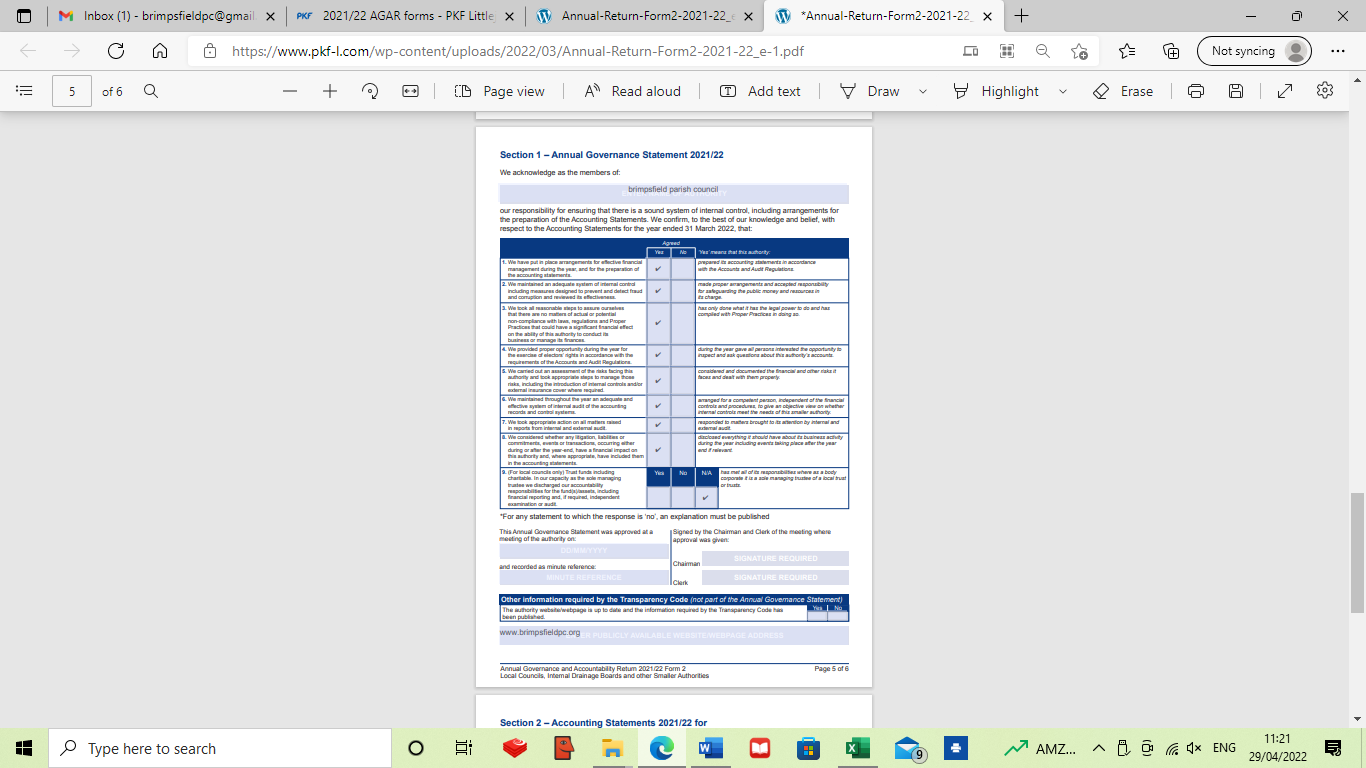
**Council to consider charges for contested elections to be imposed by District Council and considered if some of the contingency fund should be vired to new “election” earmarked reserve**

**Budget against actual at year end**

|  |  |  |  |
| --- | --- | --- | --- |
|  | BUDGET | income/ expenditure 31/3/22 | BALANCE |
| **INCOME** |  |  |  |
| Precept | 6324 | 6324 | 0 |
| Interest | 1 | 0 | 1 |
| VAT refund | 0 | 0 | 0 |
| Wayleave | 30 | 29 | 1 |
| other | 0 | 0 | 0 |
| **TOTAL INCOME** | **6355** | **6353** | **2** |
| **EXPENDITURE** |  |  |  |
| Clerks Salary | 2910 | 3044 | -134 |
| Admin / Expenses | 360 | 348 | 12 |
| Payroll Management | 100 | 142 | -42 |
| Insurance | 365 | 375 | -10 |
| Audit | 120 | 105 | 15 |
| Grass cutting Brimpsfield | 500 | 500 | 0 |
| Grass cutting Caudle Green | 1000 | 790 | 210 |
| Meeting Room hire | 200 | 0 | 200 |
| Subscription | 80 | 0 | 80 |
| Training | 0 | 0 | 0 |
| legal/specialist Advice | 150 | 0 | 150 |
| Maintenance & repairs | 800 | 385 | 415 |
| Grants / Donations | 200 | 0 | 200 |
| FROM RESERVES |  | 0 | 0 |
| Equip & Assets | 0 | 0 | 0 |
| Web- site | 176 | 196 | -20 |
| Sect 137 | 0 | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| **EXPENDITURE TOTALS** | **7261** | **5884** | **1376** |
| **Anticipated from reserves** | **906** | **471** | **Actual underspend** |
|  | **6355** | **6355** |  |

**AGAR forms approved and signed**





**Annual financial statement**

