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MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 20<sup>th</sup> March 2018 at 7.30pm.

PRESENT: Parish Councillors: Roger Lock, Heather Eaton, Tom Overbury and Archie Larthe

IN ATTENDANCE: Kate Sales, Clerk  
Five parishioners were present.

*Members of the public were welcomed to the meeting and to address the council at item 5 on the agenda.*

- 1) **To receive apologies for absence.** Apologies received from Cllr Parsons and Cllr Ryan.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No declarations were made.
- 3) **To approve the minutes of the Parish Council Meeting held on 23<sup>rd</sup> January 2018 at Brimpsfield Village Hall.** The minutes from the meeting were approved and signed as a true record.

4) **Matters arising from Minutes.**

- Comments on planning application 17/04796/FUL submitted to Cotswold District Council.
- Preparing for Audit course – clerk unable to attend.
- Data Protection update - encrypted USB key purchased and files transferred over.
- Clerk had sought to obtain printed copies of the CPRE planning publications but had been unsuccessful. PDF's would be printed out for sources of reference.

5) **To hear representations from the public regarding items on the agenda.**

Queries were raised by the floor as to why the PC had not made a decision over a donation request to help maintain the church graveyard and grounds. The following points were raised:

- Why the Parish Council did not have a Grants and Donations procedure in place?
- By not having a policy the Parish Council would be leaving itself at risk of a formal complaint to the Electoral Commission.
- That the Church of England as a body did not provide funds for regular running costs to the Parish and so the local church had to support itself.
- To keep the Church open it costs £18,500 per annum and the Church is very active in fund-raising for itself.
- Parishioners expect the Church to be there but there are some who contribute nothing financially. Therefore, to request a small donation from the Parish Council of £400 to help towards these costs was not thought extravagant.
- The church yard was for the benefit of the parish and was nearly full. If the Church wardens refuse further burials then the Parish Council would need to look at ways to provide a new one.

- The Parish Council had donated in the past and why could it not do so again?

A suggestion was raised that an extra Parish Council meeting be called before the Annual Parish Meeting on the 17<sup>th</sup> April so the councillors could make a decision on the donation request.

The Chair thanked the parishioners for their comments and that these would be taken on board.

Parish Councillors agreed that they would take legal advice on where they stood in terms of not having a policy in place before any other decisions would be taken.

## 6) To consider and note planning applications

### For consideration

No items to consider.

### For noting

**4 Newcombe Climperwell Road Brimpsfield (17/04796/FUL)** - 2 storey side and rear extensions, installation of bay window at ground floor front, rear dormer. Replacement of existing garage (re-submission ref. 17/03837/FUL). **Cotswold District Council permitted this application.**

## 7) To discuss Highways and PROW issues arising – if any.

Road closure for Thames Water to carry out essential works from Church View Bungalow to the War Memorial. Planned overnight closure from 7pm on the 16<sup>th</sup> April 2018 to 6am on the 17<sup>th</sup> April 2018.

After holding two consultation nights with its parishioners to gather feedback on their views of the A417 'Missing Link Consultation' it was agreed that the Parish Council would now submit their findings to the consultation.

The main issues highlighted by parishioners were to do with traffic calming measures to reduce the amount of traffic on the local roads, and to reduce the speed at which they travel. Solutions offered included:

1. To reduce the speed limit to 20mph within the village boundaries
2. Clearly signpost that existing roads were single track with passing places to deter rat-runners.
3. Reinstate formal passing places and put measures in place to narrow the existing lanes to prevent traffic from driving on verges, to prevent erosion and to slow traffic speed down.
4. Speed cameras and other traffic calming practices put into place to ensure vehicles stay within speed limits.

Other concerns raised were that existing cyclepaths, footpaths and bridleways that currently cross the A417 should be an important matter of consideration when looking at the new A417 missing link solutions.

It was also noted that there seemed to be little published detail on local road accesses. Local access would be very important to local residents.

***ACTION: Clerk to prepare draft response, circulate and submit before the consultation expiry date next week.***

**8) To discuss format and requirements for the Annual Parish Meeting on the 17<sup>th</sup> April 2018.**

It was agreed that the meeting would follow a similar format to last year and be an informal meeting with an opportunity to canvass opinion on local matters from residents. Reports would be requested from District and County Councillors. A start time of 7.30pm was agreed with refreshments being provided by the Village Hall and the bill to be invoiced to the Parish Council.

*ACTION: Clerk to request reports from councillors; adverts for the Parish meeting to be created and displayed. Format of meeting to be decided upon.*

**9) To discuss best ways to canvass local opinion on the subject of donations to the Church from Parish Council funds.**

It was decided to use the Parish Meeting to canvass public opinion as to who should benefit from funding from the Parish Council. A draft grants policy could also be available so comments could be collated.

Again, queries from the floor were raised as to why a decision on the donation could not be made at this meeting. Council told the meeting that this item on the agenda was not to revisit minutes but to debate ways to canvass opinion.

**10) To discuss the management of Brimpsfield Common.**

It was agreed a working party would be put together to clear the willow off the rough grassland. Nothing could be done until after the 31<sup>st</sup> August once the ground nesting bird season was over. It was decided to make this a community project/event (not a Parish Council event) and that a bonfire night should be created with the wood that was cleared and refreshments could be provided.

**11) To discuss the possibility of purchasing a new notice board situated in the village of Brimpsfield.**

Quotes for a double door notice board in oak had been obtained from parishnoticeboards.co.uk. and had come in at £1550 +VAT and delivery. The Council felt that this quote was too expensive. It was decided to advertise for local trades/craftsmen and offer them an opportunity to quote to repair or replace the noticeboard.

*ACTION: Clerk to prepare an advert to be displayed on the Parish Council's and Village website.*

**12) To confirm the calendar of meeting dates for 2018/19 for the Parish Council.**

The following dates were confirmed 2018: 17<sup>th</sup> July and the 16<sup>th</sup> October. 2019: 22<sup>nd</sup> January; 19<sup>th</sup> March; 2<sup>nd</sup> April (Parish Meeting) and the 14<sup>th</sup> May for the Annual Parish Council Meeting.

*ACTION: Clerk to confirm with the Village Hall that these dates were available and to publish them on the website.*

**13) To discuss the Local Airspace Development Consultation.**

The Council agreed that they had no comments to submit.

**14) To confirm the Chair carried out an internal control on the 23<sup>rd</sup> January 2018.**

This was confirmed and there were no items to raise.

**15) Finances**

To receive current state of accounts and bank reconciliation. The following statement of accounts was accepted and approved. A bank reconciliation was also carried out and approved.

BPC EXP vs BUDGET 2017-18			BRIMPSFIELD PARISH COUNCIL			
			Actual	Antic.	Total	Spend vs
			Income /	Income /	Income /	Budget
	Budget		Spend to	Spend from	Spend to	to
	2017/18		28.02.18	01.03.18	31.3.18	31.3.18
Precept	5110.00		5110.00	0.00	5110.00	
Council Tax Support Grant	0		0.00	0.00	0.00	
Sale of History books - n/a	0.00		0.00	0.00	0.00	
Bank interest	1.00		1.43	0.12	1.55	
VAT refund	10.00		2.17	7.83	10.00	
Other			262.40	0.00	262.40	
Electricity wayleave	30.00		28.98	0.00	28.98	
	<b>5151.00</b>		<b>5404.98</b>	<b>7.95</b>	<b>5412.93</b>	
Hire of Village Hall	200.00		200.00	0.00	200.00	0.00
Insurance	300.00		282.80	0.00	282.80	17.20
Specialist Advice	300.00		0.00	0.00	0.00	300.00
Grants /Donations	200.00		0.00	200.00	200.00	0.00
Maintenance & repairs	300.00		0.00	300.00	300.00	0.00
Audit Costs	80.00		80.00	0.00	80.00	0.00
Elections	0.00		0.00	0.00	0.00	0.00
Grass Cutting - Brimpsfield	360.00		360.00	0.00	360.00	0.00
Grass Cutting - Caudle Green	840.00		840.00	0.00	840.00	0.00
GAPTC / Subscription	140.00		117.81	22.19	140.00	0.00
Clerk's Salary (incl PAYE)	2200.00		2422.94	260.00	2682.94	-482.94
Clerk's Expenses	225.00		132.94	60.00	192.94	32.06
Payroll Management	110.00		107.88	22.50	130.38	-20.38
Training	200.00		257.65	0.00	257.65	-57.65
Village Hall Grant	300.00		300.00	0.00	300.00	0.00
Section 137	25.00		0.00	25.00	25.00	0.00
Un-budgeted expenditure	0.00		27.50	0.00	27.50	-27.50
VAT Paid	10.00		0.00	0.00	0.00	10.00
Website	100.00		165.58	0.00	165.58	-65.58
Equip & Assets	0.00		0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>5890.00</b>		<b>5129.52</b>	<b>889.69</b>	<b>6019.21</b>	<b>-229.21</b>
Reserves at 01.04.17					6215.61	
Expected income during year					5412.93	
Antic. expenditure during year					6019.21	
<b>Antic. reserves at year end</b>					<b>5609.33</b>	

<b>Bank Reconciliation</b>			
<b>Period to 28th February 2018</b>			
<b>Current account 00237343</b>			
	Balance as per statement 28.02.18		£ 3,349.91
	Outstanding receipts in period		
	n/a		£ -
	Unpresented Payments in period		
	chq 428	£ 200.00	£ 200.00
	<b>Balance at 28 February 2018</b>		<b>£3,149.91</b>
<b>Deposit account 07001337</b>			
	Balance as per statement 28.02.18		£ 3,142.44
	Outstanding receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	<b>Balance at 28 February 2018</b>		<b>£3,142.44</b>
<b>History Group account 01359353</b>			
	Balance as per statement 28.02.18		£ 33.14
	Receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	<b>Balance at 28 February 2018</b>		<b>£ 33.14</b>
<b>Total Balance</b>			<b>£ 6,325.49</b>
<b>Cash Book Summary</b>			
	Opening Balance 01.04.17		£ 6,215.61
	Add receipts to date		£ 5,404.98
	Less Payments to date		£ 5,295.10
<b>Cash Book Balance</b>			<b>£6,325.49</b>
<b>Reconciled Balance</b>			<b>£ 6,325.49</b>

- **To approve payments and note receipts.**
- The following receipt was noted: Transparency Grant received from GAPTC for £259.07
- The following payments were approved.

Payments made between meetings - none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheq value
431	K Sales	Clerk's salary – March 2018	LGA 1972 s.112 (2)	312.73
432	K Sales	Clerk's salary – April*	LGA 1972 s.112 (2)	226.09
433	ICO	Data Protection renewal	LGA 1972 s.143	35.00
434	PATA Payroll	Payroll Jan-March	LGA 1972 s.111	22.50
435	K Sales	Expenses – Feb-Mar 2018	LG(FP)A 1963 s.5	42.80
437	GAPTC	Membership renewal	LGA 1972 s.143	76.05

\* post-dated cheque as no meeting in April.

Chq 436 was cancelled as incorrect amount written out on it

**16) To note recent correspondence and agree responses.**

- Clerk confirmed a request for the Council’s grant policy had been received by a member of the public. No action needed as this was covered earlier in the meeting.

**17) Items for information only**

No items raised.

The Chairman concluded the meeting at 8.45pm and thanked everyone for their attendance. The next meeting will be the Parish Meeting on Tuesday 17<sup>th</sup> April 2018 at 7.30pm in the Village Hall.

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**Chairman**

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**Date**