

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: brimpsfieldpc@gmail.com
Website: www.brimpsfieldpc.org

MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 24th January 2017 at 7.30pm.

PRESENT: Parish Councillors: Roger Lock, Jane Parsons, Tom Overbury, Emma Ryan, Andrew Ward and Heather Eaton.

IN ATTENDANCE: Kate Sales, Clerk

Four parishioners were present.

Members of the public were welcomed to the meeting and invited to address the council at item 4 on the agenda.

- 1) **To receive apologies for absence.** No apologies were received.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No Declarations were received.
- 3) **To approve the minutes of the Parish Council Meeting held on Tuesday 11th October 2016 at Brimpsfield Village Hall.** The minutes were approved and signed as a true record.
- 4) **To hear representations from the public regarding any items on the Agenda.** A parishioner raised concerns over a possible installation of a street light and as she would be a resident directly affected she was concerned she hadn't been contacted or that no proper consultation had taken place. The Chair informed the meeting that this was not something that the Parish Council had proposed and that tonight was the first opportunity the Parish Council had met since this item was raised by a member of the village. This was on the agenda for discussion under item 9 and would be discussed in more depth at that point.
- 5) **Matters Arising from previous meeting**
 - Gigaclear cabinet – Garden Society costings for approval. Cllr Lock told the meeting that the proposal of trellis work and privet hedge would be in the region of £100. A member of the public who was on the Garden Society Committee couldn't remember this being discussed so it was agreed to bring this item back to the next meeting when the minutes of the Garden Society meeting were checked to ensure the proposed figures were correct.
 - Internal control performed by Cllr Overbury. This had been performed earlier that evening and Cllr Overbury informed the meeting that the control had proceeded smoothly and no queries were raised.
 - Affordable and social housing comments submitted to Cllr Harris.
 - Reply regarding surveying sent to Cowley Parish Council.
 - Rough sleeper count of zero returned to Cotswold District Council.
 - Confirmation on Tree Works consultations from Cotswold District Council. Parish Council is consulted if the trees are in a Conservation Area or requires a Tree Preservation Order. TCONR – Conservation Area application is an eight-day consultation period, and a TPO – 21 day consultation period. It was agreed that

once the clerk had circulated the applications the Tree Warden would respond if necessary with any concerns.

- Invitation to Cllr Tarr sent and accepted for February PC meeting.
- Cotswold Clouds Trail event published on Noticeboard.

6) To consider and note planning applications and agree responses:

For consideration

Stoneyhill Farm Climperwell Road Brimpsfield (16/05261/LBC) - Listed Building Consent for Replacement of existing curtilage listed dutch barn with stone building of same footprint. The Parish Council had no objections to this application.

Stoneyhill Farm Climperwell Road Brimpsfield (16/05310/FUL) - Full Application for Variation of condition 2 of planning permission 16/03267/FUL: New single storey link extension from farmhouse to barns, renovation of dutch barn and existing stone barns to create a single dwelling. The Parish Council had no objections to this application.

For noting

Elterwater House Brimpsfield Gloucester (16/01724/FUL) - Two storey rear extension. *Still awaiting decision from Cotswold District Council.*

Shepherd's Barn Syde Park Farm Caudle Green (16/03870/FUL) - Full Application for Change of use of barn to dwelling, single storey lean-to extension, access track and associated site works. *Cotswold District Council refused this application.*

Stoneyhill Farm Climperwell Road Brimpsfield (16/03267/FUL & 16/03268/LBC) - New single storey link extension from farmhouse to barns. Renovation of dutch barn and existing stone barns to create single dwelling. *(This was discussed above in 'applications for consideration'.)*

Rowanstone Climperwell Road Brimpsfield (16/04628/FUL) - Erection of first floor rear extension and insertion of a rear dormer window. *Cotswold District Council decision – Permit.*

Forge Croft Climperwell Road Brimpsfield (16/05150/TCONR) – Pollard of Garden Ash. *Cotswold District Council decision - No objection.*

Foxwood House Climperwell Road Brimpsfield (16/05332/TCONR) - Eucalyptus tree (T1) - fell because of disease and instability of trunk. Concern tree will fall into conservatory as excessive movement when windy conditions. Approximate height of tree 6 metre. *No objection from Cotswold District Council.*

Calley House Caudle Green Cheltenham (16/05311/TPO) - Felling of T1 beech tree due to tree being too close to the property. *Still awaiting decision from Cotswold District Council.*

Redro Climperwell Road Brimpsfield (17/00023/TCONR) - Works to trees in conservation areas for Removal of 3 thuja trees due to excessive size and close proximity to house and out building also excessive shading to neighbouring property. *Still awaiting decision from Cotswold District Council.*

1 Old Rectory Brimpsfield – (16/05197/TPO) - Group of Horse Chestnut trees (Group T1) comprising of 7 main stems in the canopy, to be lightly thinned where overcrowded and reduced in overall height by approximately 2.5-3 metres. Where possible pruning cuts to be made at suitable side growth junctions. *Application permitted by Cotswold District Council.*

The Old Croft Climperwell Road Brimpsfield (17/00183/TCONR) – Removal of Conifer Tree (next to garage). *Still awaiting decision from Cotswold District Council.*

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- 7) **To confirm change of date for the Parish Council meeting in February 2017 from the 21st of February to the 28th February.** This was agreed due to the date clashing with the Village Hall Show.
- 8) **To confirm the loss of the Brimpsfield History books following flood damage last year at the Village Hall. To discuss and agree actions for the History Book bank account.** The Parish Council were aware that the remaining stock of History Books had been damaged and that they were no longer fit for sale. It was agreed that the Parish Council would not reprint the existing edition. Councillors therefore agreed that as they did not need to keep the History Book bank account open it would be closed, and that the small amount of money (circa £300) remaining in the account would be transferred to the Parish Council's main account. The Parish Council agreed that if a group in the future wished to print an updated edition then the Parish Council would look favourably on an application for a donation towards costs.
ACTION: Parish Council to close the History Account and transfer funds.
- 9) **Highways issues to be addressed.**
- **Request to support and install Brimpsfield Gateways at entrance to village to help reduce speeding through the village.** A resident had been in touch with Highways regarding the installation of two village gateway signs for two of the roads into the village. A request to provide 50% of the funding had been received, this would amount to £2k. A member of the public asked about the other two roads into the village and why weren't they being addressed? The Clerk informed the meeting that these roads were the ones recommended by the Local Highways Manager who had visited the village. Cllr Ryan suggested that signs like these were useful in circumstances where drivers did not use cut through routes regularly, and since the village had regular offenders she believed the signs would not have a long-lasting impact on drivers as they would become used to seeing the signs and therefore become complacent. The Parish Council agreed with this and felt that they could not provide funding for this venture as the amount of money was a significant portion of their precept and wondered whether funds could be used for alternative methods of traffic calming. The Chair wanted to thank the resident who had taken up her own time to investigate this, but felt that any traffic calming measures needed more consultation with the Parish Council and with the residents. It was therefore decided that the next Parish Council meeting would heavily focus on this issue and everyone was welcome to attend and put ideas forward for discussion.
 - Cllr Lock asked whether there were any updates over the enforceability of the blue 'Access to Village only' sign at the Nettleton Bottom roundabout. The Chair agreed to take the photograph and the clerk would enquire and feedback for the next meeting.
 - Update: A site visit by Highways had been carried out, and temporary barriers instated for safety while Highways have requested an expert to make recommendations on the best course of action.
 - White Line re-marking on the Caudle Green to Birdlip road (Ref: 22009464) requested by clerk – Clerk had been informed that this work had been carried out, however she was informed by the meeting this was not the case. Clerk will investigate and report back.
 - Awaiting Local Highways inspection carried at Common Hill on Climperwell Road.

- To discuss the possibility of putting in 1-2 street lights near the war memorial to increase safety in the village at night (esp with events at the Village Hall). Concern was raised that people fly round there and there is limited visibility due to the bends and no lighting. The above proposal had been submitted by a resident of the village who was concerned about road safety. The member of public's concerns highlighted in item 4 on the agenda was noted. It was agreed that street lighting would fundamentally change the environment of the area and that something as significant as this needed to be fully debated and opinions sought from the whole village. The Parish Council felt that the best place to do this so everyone could be included and a joined-up plan could be formalised would be at a parish council meeting. As agreed above the next Parish Council meeting would focus on highways and road safety initiatives. It was also noted that County Cllr Tarr would be attending that meeting and he may have help and advice to offer.

***ACTION:** Parish Council to promote the next meeting, and encourage all interested parties to attend and present ideas.*

10) To update the council on the Public ROW issues at Brimpsfield Park.

The Clerk read out the response from Mike Barton the Public Rights of Way Manager for Cotswold District Council. He confirmed he had met with Mrs Larthe in November and went out with her onto the estate. They looked at the bridleway towards the A417 where they had had many issues with gates being left open and cattle escaping in the past. Mrs Larthe was anxious to avoid that event happening again hence the fencing. Mr Barton confirmed that there appeared to be ample width between the wall and the fence albeit there was a rise so he was not concerned for the moment. He told Mrs Larthe that if there were any complaints about paths on the estate he would talk to either herself or her son but he had no doubt at all that the estate wished to ensure that paths remained open and available.

A member of the public informed the meeting that a new metal gate on the footpath up to Gloucester Beeches was locked and that there was no other way of continuing on the footpath.

***ACTION:** The Chair agreed to contact Brimpsfield Park regarding this issue.*

11) To discuss Brimpsfield Village Noticeboard.

Cllr Lock informed the meeting that the village noticeboard was very overcrowded with posters and information and wondered whether a larger noticeboard was required? It was felt that this was not necessary as information could now be accessed via the websites of both the village and the Parish Council. It was noted that not all residents had access to the internet and some people relied on the noticeboards for information. To reduce over-crowding on the board it was agreed that items displayed should have one month's 'shelf life' and then could be removed. After a month items were faded and sometimes illegible so a new one should put up if necessary. Cllr Parsons felt that items like the Church flower rota needed to be displayed longer than a month and inside the church was not suitable due to people not being able to check it easily. However, it was agreed that this could be displayed on the Church noticeboard which was still situated quite centrally to the village.

A member of the public informed the meeting that when he tried to read the agenda of tonight's meeting on the notice board he could not do so due to the condensation on the glass. The Chair apologised for this but felt that there was nothing that could be done about that as whatever type of board was used condensation would always occur during the cold weather. Again, the agenda was also available on the parish council website for viewing - www.brimpsfieldpc.org

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12) To confirm the budget and precept for 2017/18

Budget proposals were discussed. The Parish Council was mindful of the maintenance of assets and other project work it needed to carry out over the forthcoming year, and to ensure an adequate reserve was in place in case of unforeseen emergencies. It was also noted that the Parish Council would no longer be receiving the Council Tax Grant from Cotswold District Council. Therefore, it was resolved that in order for the Parish Council to fund any significant maintenance and repair work (i.e noticeboards or possibly repairs to the cross on the war memorial if deemed unsafe etc), the Parish Council would set a precept of £5110. This was an increase of £685 for the year which worked out at 3.2% on a Council Tax Band D property. The following budget therefore was resolved and adopted.

ACTION: Clerk to submit Precept to Cotswold District Council.

BRIMPSFIELD PARISH COUNCIL				
BUDGET SETTING 2017-18				
			Actual / projected	Proposed Budget 2017/18
	Precept / Budget 2016/17		Spend to 31.3.17	
Precept	4524.32	4524.32	5110	
Council Tax Support Grant	115	115.00	0	
Sale of History books		0.00	0	
Bank interest	1.00	1.00	1	
VAT refund	99.40	99.40	10	
Other		0.00	0	
Electricity wayleave	30.00	30.00	30	
	4769.72	4769.72	5151.00	
Hire of Village Hall	200.00	200.00	200.00	
Insurance	300.00	276.49	300.00	
Specialist Advice	300.00	300.00	300.00	
Grants /Donations	200.00	200.00	200.00	
Maintenance & repairs	0.00	0.00	300.00	
Audit Costs	80.00	80.00	80.00	
Elections	0.00	0.00	0.00	
Grass Cutting - Brimpsfield	160.00	260.00	360.00	
Grass Cutting - Caudle Green	840.00	840.00	840.00	
GAPTC / Subscription	100.00	171.28	140.00	
Clerk's Salary (incl PAYE)	1950.00	1950.00	2200.00	
Clerk's Expenses	225.00	225.00	225.00	
Payroll Management	110.00	110.00	110.00	
Training	200.00	125.00	200.00	
Village Hall Grant	300.00	300.00	300.00	
Section 137	25.00	25.00	25.00	
Un-budgeted expenditure	0.00	0.00	0.00	
VAT Paid	0.00	2.41	10.00	
Website			100.00	
Equip & Assets	0.00	0.00	0.00	
TOTALS	4990.00	5065.18	5890.00	
Opening balance		5850.77	1619.12	
Income during year		4769.72	5151.00	
Expenditure during year		5065.18	5890.00	
Antic. reserves at year end		5555.31		
(minus late 2015/16 salary payments)		495.69		
Adj. Year End Balance		£5,059.62	£880.12	
Final year end balance made up of:				
Reserve Acc as @ 30.09.16		£3,140.11		
History Acc: as @ 30.09.16		£333.14		
<i>Current Account (projected)</i>		<i>£1,619.12</i>		
Notes				
With reserves untouched the PC would have an operating budget of £1619.12 at the end of March 2017.				
For reserves to remain the same for 2017/18 - ie emergency operating costs of 60% and election fees of £800, these funds should be left untouched.				
No Council Tax Support Grant for 2017/18. A loss of £115.				

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13) To discuss the removal of the 852 bus service from Brimpsfield

The Parish Council were concerned over the removal of this bus service. Councillors felt it was lamentable that this course of action had been taken as they were aware that a number of residents used the service and for some it was there only means of transport. It was understood that from the removal of that service there would now be no public transport linking Brimpsfield with Gloucester. Councillors were concerned that this was further erosion of the provision of services to rural communities.

Action: Clerk to write to Gloucestershire County Council to express their concern over the decision to remove the service and ask them to reconsider.

14) To discuss the continued use and storage of the use Village Strimmer and pay any outstanding costs incurred.

A Strimmer for the use of residents and community groups had been brought by the former Charitable Trust of which the Parish Council were some of the trustees. It had been looked after by a resident of the village who had been using it to maintain the Churchyard. The strimmer had been returned to the Parish Council by the resident, as they were trustees of the original charity (which had subsequently been closed), as he was no longer able to strim the Churchyard due to ill-health. The question arose of who should house the strimmer and ensure that it was still looked after properly. It was suggested that the strimmer was sold to the Church so they could continue to use it, but it was felt that this idea was not really acceptable. It was then agreed to see if the Church Warden wanted to have ownership of the strimmer so the Churchyard could continue to be maintained but it would also still be available to residents if they wished to use it.

ACTION: Chair to contact the Church Warden to see if the proposal was acceptable. Information to be posted on the Village website site informing residents on how to request use of the strimmer.

15) Finances

- 15.1 To receive current state of accounts and bank reconciliation.
A statement of accounts was accepted and approved. A bank reconciliation was also approved.

BPC EXP vs BUDGET 2016-17			BRIMPSFIELD PARISH COUNCIL			
			Actual	Antic.	Total	Spend vs
			Income /	Income /	Income /	Budget
		Budget	Spend to	Spend from	Spend to	to
		2016/17	31.12.16	01.01.17	31.3.17	31.3.17
Precept	4524.32	4524.00	0.32	4524.32		
Council Tax Support Grant	115	115.00	0.00	115.00		
Sale of History books		0.00	0.00	0.00		
Bank interest	1.00	1.17	-0.17	1.00		
VAT refund	99.40	87.35	12.05	99.40		
Other		0.00	0.00	0.00		
Electricity wayleave	30.00	0.00	30.00	30.00		
	4769.72	4727.52	42.20	4769.72		
Hire of Village Hall	200.00	0.00	200.00	200.00	0.00	
Insurance	300.00	276.49	0.00	276.49	23.51	
Specialist Advice	300.00	0.00	300.00	300.00	0.00	
Grants /Donations	200.00	0.00	200.00	200.00	0.00	
Maintenance & repairs	0.00	0.00	0.00	0.00	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	160.00	0.00	260.00	260.00	-100.00	
Grass Cutting - Caudle Green	840.00	0.00	840.00	840.00	0.00	
GAPTC / Subscription	100.00	138.53	32.75	171.28	-71.28	
Clerk's Salary (incl PAYE)	1950.00	1715.25	234.75	1950.00	0.00	
Clerk's Expenses	225.00	156.56	68.44	225.00	0.00	
Payroll Management	110.00	45.00	65.00	110.00	0.00	
Training	200.00	23.75	176.25	200.00	0.00	
Village Hall Grant	300.00	0.00	300.00	300.00	0.00	
Section 137	25.00	0.00	25.00	25.00	0.00	
Un-budgeted expenditure	0.00	0.00	0.00	0.00	0.00	
VAT Paid	0.00	2.41	0.00	2.41	-2.41	
TOTALS	4990.00	2437.99	2702.19	5140.18	-150.18	
Reserves as at 1.4.16				5850.77		
Income during year				4769.72		
Expenditure during year				5140.18		
Antic. reserves at year end				5480.31		
(minus late 2015/16 salary payments)				495.69		
Adj. year end reserves				4984.62		

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Bank Reconciliation			
Period to 31st December 2016			
Current account 00237343			
Balance as per statement 30.12.16		£	4,666.53
Outstanding receipts in period			
n/a		£	-
Unpresented Payments in period			
n/a	£	-	£ -
Balance at 30th December 2016			£ 4,666.53
Deposit account 07001337			
Balance as per statement 30.12.16		£	3,140.63
Outstanding receipts in period			
NIL		£	-
Payments in period			
NIL		£	-
Balance at 30th December 2016			£ 3,140.63
History Group account 01359353			
Balance as per statement 30.12.16		£	333.14
Receipts in period			
NIL		£	-
Payments in period			
NIL		£	-
Balance at 30th December 2016			£ 333.14
Total Balance			£ 8,140.30
Cash Book Summary			
Opening Balance 01.04.16		£	5,850.77
Add receipts to date		£	4,727.52
Less Payments to date		£	2,437.99
Cash Book Balance			£ 8,140.30
Reconciled Balance			£ 8,140.30

15.2 To approve payments and to note receipts. The following were noted and approved. Wayleave of £30.51 received from Western Power.

The following payments were made between meetings				
Chq no	Payee	Purpose	Auth	Cheque value
No payments made between meetings				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
384	A Partridge	Grass Cutting	HA 1980 s.96	1100.00
358	K Sales	Expenses	LG (FP)A 1963 s.5)	40.54
386	K Sales	Clerk's salary – Dec & Jan	LGA 1972 s.112	345.96
387	PATA Payroll	Payroll services Oct-Dec	LGA 1972 s.111	22.50

16) To note recent correspondence and agree responses

- GAPTC – confirmation or subscription levels for 2017/18 – for information only.
- Cotswold Hare Trail Festival 2017 - – for information only.
- GAPTC feedback request for Police and Crime Commissioner engagement events/meetings with the P&TC sector. Council to feedback concerns over road safety in the village.
- GAPTC - Buckingham Palace Garden party nominations. It was agreed that Cllr Roger Lock would be nominated in recognition of his services to the village, especially his organisation of the successful street party celebrating the Queen’s 90th birthday. Clerk to submit nomination.
- Cotswold District Council – Cotswold District Local Plan 2011-2031. A CD with all the District Council’s reports was left with the Chair, residents were welcome to request it in case they wanted to view the plans in more detail.
- GAPTC Training program – Item ‘Preparing for Audit - Weds 22.02.17’. It was agreed that the clerk should attend this training course. Payment of £12.50 was approved under Authority LGA 1972 s.111 and cheque 388 was signed.

17) Items for information only

NOTE: no decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.

A parishioner raised concern over the traffic and safety for villagers when attending Village Hall events in the evenings. It was suggested that a temporary sign and light could be erected outside the Village Hall on event nights to make drivers aware that there were pedestrians about. The Parish Council felt that this might be a good idea and suggested that this could be raised at the February meeting where highways and road safety would be discussed in more detail.

Another parishioner informed the council that he wanted to install a road mirror for safety purposes and whether he needed to apply to the Parish Council? The Parish Council informed him that this would be a matter for Highways and he should contact them in relation to obtaining permission.

The Chairman concluded the meeting at 9.25pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 28th February 2017 at 7.30pm in the Village Hall.

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Chairman

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Date